


Deltek Maconomy® 2.5.1

Solution for Public Accounting Firms
(CPA)

*Using the Maconomy Solution to Manage and
Optimize a Public Accounting Firm*

July 10, 2020



While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published July 2020.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

Contents

Overview	1
Your Solution Scope	1
Front-Office Modules and Key Features	2
Introduction	2
Notifications	2
Time and Expenses	2
Time and Expenses Workflow	3
Favorites	3
Keep	4
Proxy Time Entry	4
Choose to Enter Expenses while Entering Time	4
Get into the Details	4
Reports	5
Absence Management	5
Absence Workflow	6
Absence Administration	7
Absence Setup	7
Client Management	8
Information	9
Client Hierarchy	10
Documents	10
CRM Add-On Availability	11
Google Maps and Other External Sites	11
Billing	11
Lookups	15
Reports	16
Engagement Management	16
Information	17
Budgeting	18
Billing	19
Lookups	20
Reports	20
Closing	21

Setup.....	21
Engagement Administration.....	21
Using Deltek Kona with Front Office	23
Back-Office Modules and Key Features	25
Introduction.....	25
General Ledger.....	25
GL Transactions.....	26
GL Lookups.....	26
GL Setup.....	28
Accounts Receivable	28
AR Transactions	29
AR Lookups	29
AR Setup.....	30
Credit Control.....	30
Accounts Payable.....	32
AP Transactions.....	32
AP Lookups.....	33
AP Setup.....	34
Banking.....	34
Bank Transactions	35
Bank Reconciliations.....	35
Human Resources	35
Employees	36
Reporting and Dashboards	37
Dimensions.....	37
Derived Dimensions (Automated Postings).....	38
Reports	39
Dashboards	40
Analyzer.....	41
Standard Configurations	42
CPA Solution Configuration Setup	42
Add-Ons	44
Deltek People Planner (RM).....	44
Introduction	45
Project Planning and Staffing	45
Resource Management — Short-Term Planning and Optimization	46

Revenue Forecasting Based on Resource Plans	48
My Activities	49
Reporting in People Planner — Resource Management (Add-On).....	50
Client Relationship Management (CRM).....	53
Pipeline Management	54
Fixed Assets (FA)	55
Customer-Specific Extensions	57
The Three Types of Extensions	57
Web Service Integrations (On-Premises Only; Flex Plus Only).....	58

Overview

This document describes the Deltek Maconomy solution for Public Accounting firms (CPA Solution) released with Maconomy. This solution forms the basis for Public Accounting Firm implementations in the United States and can be leveraged as an initial starting point for other client-centric implementations throughout other verticals and/or locations.

The CPA solution can be deployed in one of three ways: hosted by the customer (On-Premises), a Deltek-hosted cloud (Flex Plus), or the Deltek First Essentials multi-tenant cloud (DFME). While the standard product and packaging are identical, there are several options for expanding your Maconomy solution when working with an on-premises and Flex Plus installation; meanwhile, when working in the Deltek cloud there are certain limitations as to what configurations, extensions, and integrations are available to your organization. In this document, the DFME limitations are clearly indicated by identifying certain features and options as **On-Premises Only** and **Flex Plus Only**, thus giving you a clear indication of your capabilities when choosing from the three deployment methods.

Your Solution Scope

The standard Public Accounting Solution consists of a set of modules. The core of this solution is Finance, integrated with Engagement Management and accompanied by a strong Reporting suite (BPM). You can extend this core solution with a number of add-ons, which are integrated into your core Maconomy Solution. This solution description addresses three add-ons:

- **Deltek People Planner** — Graphical project/resource planning and management solution; requiring an on-premises installation of People Planner, and can be integrated with a CPA solution on-premises or cloud implementation of Maconomy.

Note: See [Deltek People Planner \(RM\)](#).

- **Maconomy CRM** — A CRM solution that is focused on the financial side of customer management, that is, relationships and pipeline management, which are integrated with the core solution.

Note: See [Client Relationship Management \(CRM\)](#).

- **Maconomy Fixed Assets (FA)** — A Fixed Assets solution that is focused on recording and managing fixed assets.

Note: See [Fixed Assets \(FA\)](#).

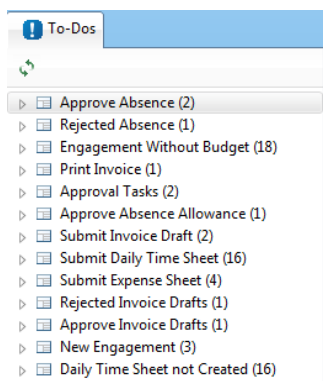
Front-Office Modules and Key Features

Introduction

The CPA solution offers a fully integrated, front-office suite, including Time and Expenses, Client Management, and Engagement Management. The following section provides a high-level overview of the key features present within each of these Maconomy front-office modules.

Notifications

The CPA solution is a role-based solution, and, depending on your responsibility, you have a number of tasks to complete within the solution. The system includes a series of notifications to alert you that you must take action, and where to take action within the system. You can select a notification and be directed to the appropriate window in Maconomy where you must take the action. The system can also send notifications to your mail server, so that you can receive an e-mail and click a link within the e-mail that navigates you to the appropriate window in the CPA solution to take action.



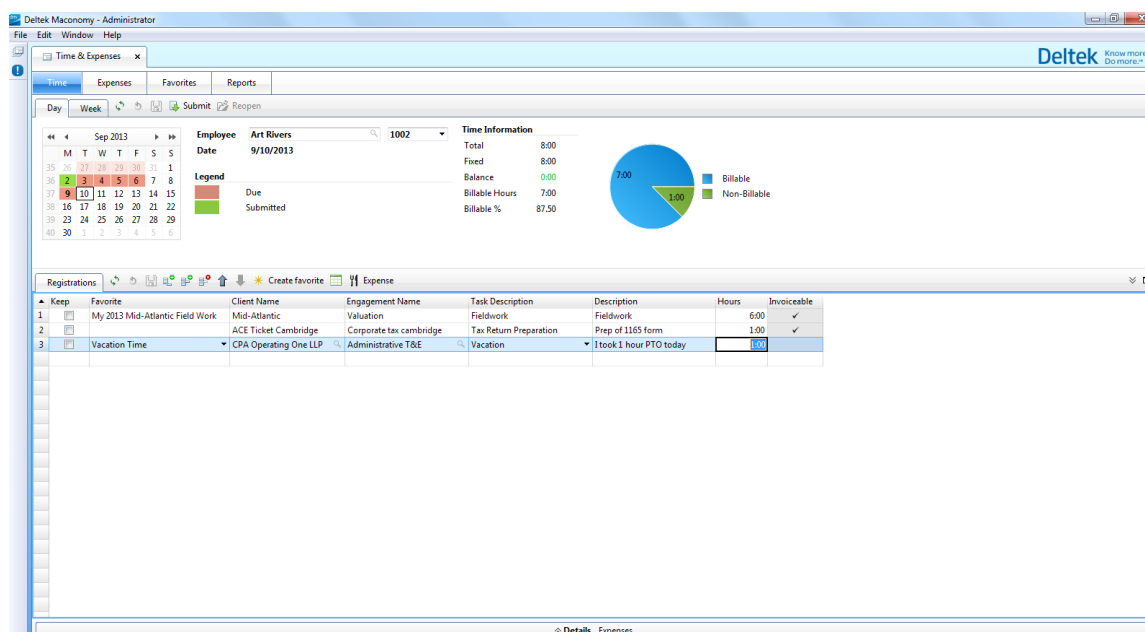
With each section in this document, it is important to keep in mind that notifications support virtually all modules and processes. You can also configure notifications during implementation to further support your unique needs.

Time and Expenses

The CPA solution supports time and expense entry for all users, both billable resources and non-billable/internal resources. Through the use of the Time & Expense module, you can enter time/expense, manage user-specific settings/preferences, and establish a workflow for your firm as to how time and/or expenses can be submitted and approved/rejected.

The solution supports time entry for both daily time entry submission and weekly time entry submission. You can also create time entries on a daily basis and submit them at the end of the week.

Front-Office Modules and Key Features



Time and Expenses Workflow

The majority of CPA firms operate with no workflow for time entry; that is, no supervisor or engagement manager approvals are required. In such instances, when you submit your time sheet the CPA solution immediately books the WIP to the Client/Engagement and General Ledger. You can, however, work within the confines of a workflow for time entry; a traditional implementation of the solution supports this type of workflow.

The CPA solution's extensive Approval Hierarchy setup drives the workflow that is supported for expense sheets. You can create a workflow in the CPA solution that is as simple as a single supervisory approval or as complex as having multiple levels of approval, including data that is dependent based on the engagement against which the expenses are entered. The CPA is preconfigured for a single approval out-of-the-box, which includes an employee's supervisor. After the approval has been completed, the expense transaction is immediately posted to the Client/Engagement and to the General Ledger, and of course to Accounts Payable for employee reimbursement.

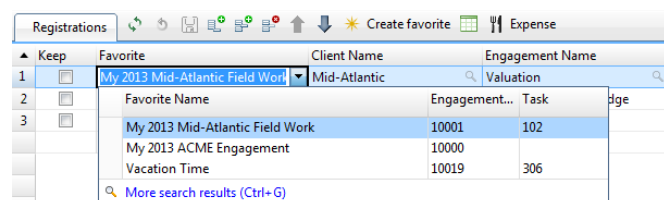
Favorites

The CPA solution includes the concept of favorites for both time and expense entry. Favorites provide a means for individual employees to create commonly used combinations of Clients/Engagements and Tasks (for example, Work Codes). You can use these for time entry, expense entry, or both. You can also create a validity period for them, so that you can manage favorites for the seasonality of your work.

Time & Expenses									
Time Expenses Favorites Reports									
List of Favorites									
Copy from Other Employee Create from Time Sheets Update Lines									
Favorite Name	Engagement No.	Engagement Name	Task	Task Description	Can be used for Time Registration	Can be used for Expense Registration	Valid From	Valid To	
1 My 2013 Mid-Atlantic Field Work	10001	Valuation	102	Fieldwork	✓				
2 My 2013 ACME Engagement	10000	Accounting support			✓	✓			
3 Vacation Time	10019	Administrative T&E	306	Vacation	✓				

The Favorite drop-down appears as one of the fields on your defaulted time and expense sheet, and you can use this field to select which favorite you want to work with. After you select a favorite, Maconomy

defaults in the information from your favorite automatically. Thus the intention of favorites is to drive efficiency and accuracy in time and expense entry.



Keep

The CPA solution includes an ability to “keep” your time entries from day to day or week to week. The concept of “keep” is similar to favorites; however, rather than selecting your “favorite” when you create a time sheet line, the “keep” feature already includes the Client/Engagement and Task in your time sheet when you enter it for that day or week. Thus, “keep” creates even more efficiencies for entering time. It is quite helpful when working through a long-term engagement such as an audit, where your employee spends the next several days/weeks. You can, of course, turn off the “keep” feature at any point, so that the next time that you create a time sheet it is no longer there.

Proxy Time Entry

The CPA solution supports the concept of proxy time and expense entry. “Proxy” is synonymous with “secretary” or “substitute.” This functionality supports designated employees to enter time and expenses on another employee’s behalf. This is very helpful in terms of having a personal admin put time/expenses into the system for a partner or executive.

The proxy time and expense entry is designed to be simple. It is the exact same experience as individual employees entering their own time, but instead they can use a drop-down option to choose from a list of employees for whom they are assigned to be the “proxy.” You can establish up to three different “proxies” for each employee in the system.

Choose to Enter Expenses while Entering Time

To create even more efficiency within the module, the time entry within the CPA solution offers you the ability to enter expenses while entering your time. With a single click, you can create an expense sheet line that corresponds to the particular Client/Engagement for which you entered time. This is quite helpful, in that it is very common that if you spent time on a client, you may also be on site and need to enter mileage, hotel, meals, or perhaps another client-related expenditure.

Get into the Details

With a single click, you can access additional information as it relates to a particular time or expense sheet line.

You can identify information such as the manager who is responsible for the engagement, the department to which the engagement belongs, and the service type that is being delivered. You can also see where the client stands in the hierarchical structure within the solution; that is, in the following instance, Ace Ticket Cambridge is a subsidiary of the parent Ace Ticket. This type of information can be quite valuable in ensuring accurate time and expense reporting.

Front-Office Modules and Key Features

Registrations Keep Favorite Create favorite Expense

Client Name	Engagement Name	Task Description	Description	Hours	Invoiceable
ACE Ticket Cambridge	Corporate tax cambridge	Tax Return Preparation	Prep of 1165 form	1:00	✓

Details Expenses Create favorite

Client: ACE Ticket Cambridge (20005)
 Client Level: Level 2
 Engagement Manager: Sean Williams (1001)
 Activity: Client Billable - Time (100)

Client Hierarchy
 Level 1: ACE Ticket (20004)
 Level 2: ACE Ticket Cambridge (20005)
 Level 3: -

Dimensions
 Executing Department: Tax
 Service Type: Business Tax

Estimate to Completion
 Hours: 0.00
 Days: 0.00
☐ Completed

Reports

See Reporting and Dashboards for information about reports. The CPA solution provides a number of reports that are embedded within the Time & Expenses workspace, where the system generates a report for the employee of the user who is logged in to the system.

Absence Management

The CPA solution supports recording and monitoring of employee absence requests. The Absence Management functionality provides your organization with an ability to store employee absence information (that is, beginning PTO balances, prior year carry forward balance, and so forth), manages approval workflow for absence requests, and ensures that time entry is consistent with approved absence allowances. You can also enter absence for another employee, when identified as his or her Proxy.

The following image shows the employee's absence workspace. This workspace is designed to allow employees to view their absence allowances and remaining balances. It is also very easy to create absence requests and view the submitted, approved, or rejected absences in a single view.

Absence Secretary Role Create favorite

Vacation Period
 Name: 2014 (2014)
 Period: 1/1/2014 - 12/31/2014

Employee Information
 Employee: Sean Williams (1001)
 Supervisor: Fay Miller (1004)
 Proxy: Annie Leonard (1003)
 Absence Approver: Fay Miller (1004)

Absence Information for Period

	Allowance	Carried Forward	Available	Booked
Illness	-	-	-	0.00
Leave	-	-	-	0.00
Vacation	20.00	0.00	17.00	3.00
Time in Lieu	0.00	0.00	0.00	0.00

Available days shown for 4/29/2014

Available Days as of Today

	Available
Vacation	17.00
Time in Lieu	0.00

Absence Requests Allowance Requests Year Overview Team Overview Allowance History New Absence Request Submit Absence Reopen Absence Delete Absence Calendar Line

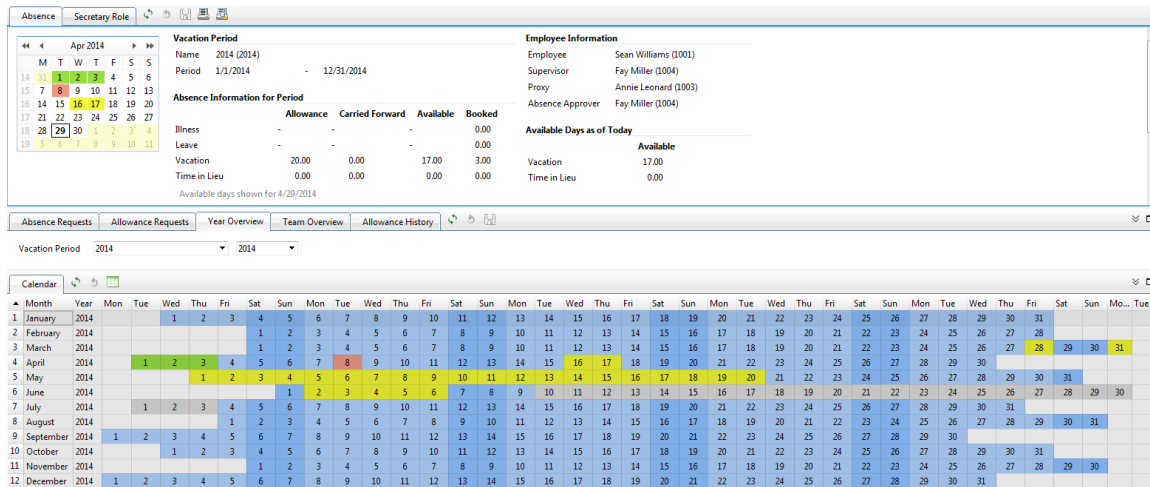
Show: ☐ Selection ☐ Open ☐ Submitted ☐ Approved ☐ Rejected ☒ All

Now showing 1 - 8 of 8 results << Prev Next >>

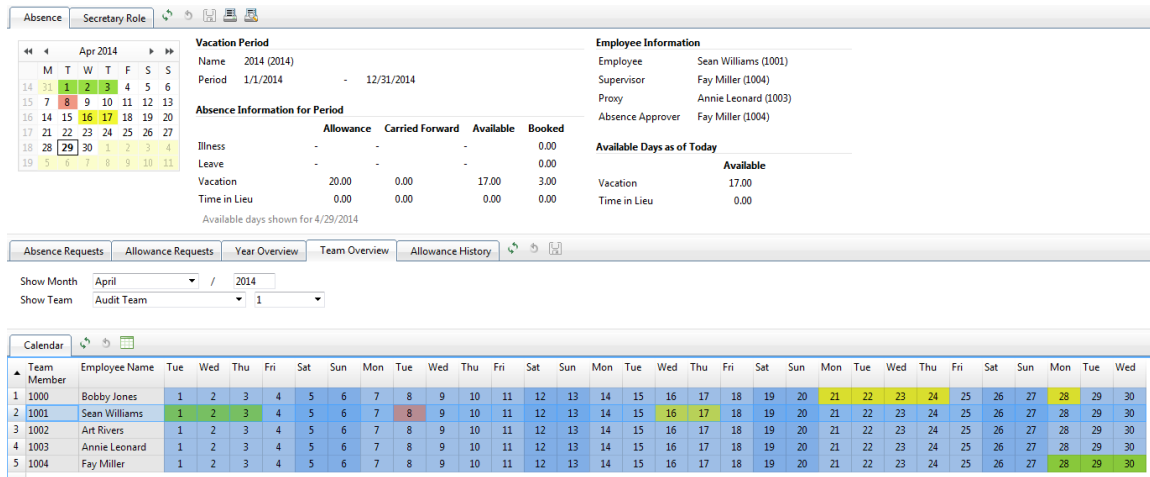
First Day of Absence	Duration	Working Days	Last Day of Absence	Absence Type	Remarks	Submitted	Submitted by	Approved	Approved by	Rejected	Rejected by	Rejection Reason
3/28/2014	1.00	1.00	3/28/2014	Vacation		✓	Administrator					
3/31/2014	1.00	1.00	3/31/2014	Vacation	I need a day off...	✓	Administrator					
4/1/2014	3.00	3.00	4/3/2014	Vacation	more vaca.	✓	Administrator	✓	Administrator			
4/8/2014	1.00	1.00	4/8/2014	Vacation		✓	Administrator			✓	Administrator	You can't take this day!
4/16/2014	2.00	2.00	4/17/2014	Vacation		✓	Administrator					
5/1/2014	20.00	13.00	5/20/2014	Vacation		✓	Administrator					
6/2/2014	5.00	5.00	6/6/2014	Vacation	please give me june off...	✓	Administrator					
6/10/2014	24.00	16.00	7/3/2014	Leave	Summer Leave							

In the Year Overview tab, employees can see their entire vacation years in a single view, and it is color-coded so that they can quickly identify which days have been requested, approved, or possibly rejected by their absence manager.

Front-Office Modules and Key Features



You can also allow employees to see when their other team members are going to be absent from work. This is shown in the Team Overview tab, and is displayed by month.



The preceding figure is also a great view for managers, and is therefore also available in the Absence Approval Workspace, where a manager can identify if any overlapping absence requests have been submitted, prior to approving those.

Absence Workflow

The solution supports an optional absence management workflow, which can be turned on or turned off using a system-wide setting. If you choose not to use the approval workflow, each employee absence request is automatically approved after it is submitted. If you choose to use an approval workflow, you can leverage the Absence Manager role available in the system. The Absence Manager for each employee is identified on his or her Employee card; this is the individual who is responsible for reviewing the employee's absence requests.

There are a series of notifications that support this process, and the primary notification is called Approve Absence. This notification takes you to a workspace that is designed to allow an approver multiple views into the requested absence.

Front-Office Modules and Key Features

The screenshot shows the 'Absence Requests' workspace. At the top, there are tabs for 'Employees', 'Monthly Overview', 'Absence Requests', and 'Allowance Requests'. Below the tabs, there are filters for 'Show: Awaiting Approval', 'Open', 'Approved', 'Rejected', and 'All'. A search bar shows 'Now showing 1 - 2 of 2 results'. Below this is a table of absence requests:

Employee No.	Employee Name	First Day of Absence	Duration	Working Days	Last Day of Absence	Absence Type	Remarks	Submitted	Submitted by	Approved	Approved by	Rejected	Rejected by
1 1000	Bobby Jones	4/21/2014	4.00		4/24/2014	Vacation	Going to Bahamas...	✓	Administrator				
2 1000	Bobby Jones	4/28/2014	1.00		1/00 4/28/2014	Vacation		✓	Administrator				

Below the table, there are buttons for 'Absence Request', 'Submit Absence', 'Approve Absence', 'Reject Absence', and 'Reopen Absence'. To the right, there is a detailed view of the selected request, showing 'Employee Absence', 'Year Overview', 'Team Overview', and 'Approver Team Overview'. The 'Employee Absence' section shows the 'First Day of Absence' as 4/21/2014, 'Duration' as 4.00, 'Working Days' as 4.00, 'Last Day of Absence' as 4/24/2014, 'Absence Type' as Vacation, and 'Remarks' as 'Going to Bahamas...'. The 'Team Overview' section shows a calendar view for the month of April 2014, with a legend indicating 'Open', 'Submitted', 'Approved', 'Rejected', and 'Overlap'.

In the preceding workspace, it is possible for the Absence Approver to either approve or reject the absence. If the absence is rejected, it is possible to enter a rejection comment that is sent back to the employee in a Rejected Absence notification.

Absence Administration

There are also administrative capabilities within the absence management functionality. In the following workspace, it is possible to perform year-end processes and perform company-specific setup.

The screenshot shows the 'Absence Administration' workspace. At the top, there are tabs for 'Employee Balance', 'Periodic Balance', and 'Absence Transfer'. Below the tabs, there are buttons for 'Batch Allowance Adjustment', 'Submit Adjustment', and 'Approve Adjustment'. The 'Absence Transfer' section shows a table of absence transfers:

Employee No.	Employee Name	Allowance, Prev. Period	Carried Forward, Prev. Period	Available, Prev. Period	Approved Allowance, Cur. Period	Unapproved Allowance Adjustments, Cur. Period	Total Allowance, Cur. Period	Approved Carry Forward, Cur. Period	Unapproved Carry Forward Adjustments, Cur. Period	Total Carry Forward, Cur. Period
1 1000	Bobby Jones	0.00	0.00	0.00	21.00	0.00	21.00	0.00	0.00	0.00
2 1001	Sean Williams	0.00	0.00	0.00	20.00	0.00	20.00	0.00	0.00	0.00

Below the table, there is a section for 'Employee Yearly Allowance' showing a table of employee yearly allowances:

Employee No.	Employee Name	Allowance, Prev. Period	Carried Forward, Prev. Period	Available, Prev. Period	Approved Allowance, Cur. Period	Unapproved Allowance Adjustments, Cur. Period	Total Allowance, Cur. Period	Approved Carry Forward, Cur. Period	Unapproved Carry Forward Adjustments, Cur. Period	Total Carry Forward, Cur. Period
1 1000	Bobby Jones	0.00	0.00	0.00	21.00	0.00	21.00	0.00	0.00	0.00
2 1001	Sean Williams	0.00	0.00	0.00	20.00	0.00	20.00	0.00	0.00	0.00

As you can see, an administrator can create a batch adjustment to the allowance balances for any particular absence type. Administrators can do this for the entire organization, or by employee/company.

Absence Setup

A number of setup features are available for absence management; including:

- **Vacation Calendars** — Create multiple vacation calendars and assign one calendar to each employee; identify the absence types that are allowed for the calendar, and establish the start/end dates, default allowances, and maximum carry forward balances.
- **Absence Types** — Create multiple absence types, establishing balances for vacation, illness, maternity leave, and so on; allow employees to enter absence against the individual absence types.
- **Teams** — Establish teams for absence management, allowing you the ability to review absence requests across team members in a single view.

Front-Office Modules and Key Features

Absence Setup

Vacation Calendars
Absence Types
Teams

Show: January 1 to December 31 (January)

Vacation Calendar

Vacation Calendar
Vacation Calendar No.
Description
Company No.

Color-coding, Restricted Absence Types
Open Code
Submitted Code
Rejected Code
Approved Code

Absence Type Selection for Statistics
Absence Type 1
Absence Type 2
Absence Type 3
Absence Type 4
Absence Type 5

Vacation Period

Vacation Period No.	Description	Period Start	Period End	Default Allowance	Suggested Maximum Days for Absence Booking	Maximum Days, Carry Forward	Valid Till, Carry Forward	Allow Booking Over Period End
1 2011	2011	1/1/2011	12/31/2011	25.00	15.00	5.00	3/1/2011	<input type="checkbox"/>
2 2012	2012	1/1/2012	12/31/2012	25.00	15.00	5.00	3/1/2012	<input type="checkbox"/>
3 2013	2013	1/1/2013	12/31/2013	25.00	15.00	5.00	3/1/2013	<input type="checkbox"/>
4 2014	2014	1/1/2014	12/31/2014	25.00	15.00	5.00	3/1/2014	<input type="checkbox"/>
5 2015	2015	1/1/2015	12/31/2015	25.00	15.00	5.00	3/1/2015	<input type="checkbox"/>
6 2016	2016	1/1/2016	12/31/2016	25.00	15.00	5.00	3/1/2016	<input type="checkbox"/>

Finally, integration is also available between Absence Management and the Time Sheet. This integration is controlled at the company level within the system, and if turned on, the approved absence requests can automatically populate the relevant time sheet lines using an Absence Engagement (for internal time) and an Absence Task (that is, Vacation or Sick work code). There is an additional setting that identifies whether an employee can adjust the absence time sheet lines on the time sheet, or that absence management and the time sheet must remain perfectly in sync with one another.

Client Management

The CPA solution offers a number of key features that support effective and complete client management. These include the ability to create client records; manage critical client information and statistics; identify client relationships and hierarchies; store documents; and look up current client balances for WIP, AR, and Cash.

The following is a view of the initial filter that is available to users, which is user-defined as to which fields to display.

Front-Office Modules and Key Features

Client No.	Bill to Client	Name	Client Level	Address	State	Attention	Email	Industry	Client Manager	Biller
1	1010000	KV Enterprises	Level 1	Address 1	CA			11		
2	110057	test	Level 2	230 Elm St.	MA	David Patrick	DavidPatrick@ACETicket.com	16	1001	1003
3	20000	Acme Cleaning	Level 1	33 Central Avenue	PA	F. Raymond James	RaymondJames@AcmeCleaning.com	10	1001	1003
4	20001	Mid-Atlantic	Level 1	100 Atlantic Ave.	DE	James Esquire	JamesEsquire@Mid-Atlantic.com	11	1001	1003
5	20002	Aaron Bradley	Level 1	8245 United Nations Plaza	NY	Aaron Thompson	AaronThompson@AaronBradley.com	16	1001	1003
6	20003	Davis Co.	Level 1	422 West Prince Street	PA	Alfred Fletter	AlfredFletter@DavisCo.com	11	1001	1003
7	20004	ACE Ticket	Level 1	230 Elm St.	MA	David Patrick	DavidPatrick@ACETicket.com	16	1001	1003
8	20005	ACE Ticket Cambridge	Level 2	2105 George Street	MA	Howard Mendell	HowardMendell@ACETicketCambridge.com	16	1001	1003
9	20006	ACE Ticket Newton	Level 2	410 Conrad St.	MA	Martin Fish	MartinFish@ACETicketNewton.com	16	1001	1003
10	20007	Roberts Inc.	Level 1	P.O. Box 660	GA	Amanda Michelle	AmandaMichelle@RobertsInc.com	16	1001	1003
11	20008	Marine Science	Level 1	1071 Elliot Road	PA	John Voit	JohnVoit@MarineScience.com	10	1001	1003
12	20009	Marine Aviation	Level 2	1501 Rogers St.	PA	Bryan Richards	BryanRichards@MarineAviation.com	16	2004	2006
13	20010	Marine Costal	Level 2	25 Gibbons Ave.	NJ	Karen Connors	KarenConnors@MarineCostal.com	16	2004	2006
14	20011	Thompson Inc.	Level 1	29227 Summer Ridge	TX	Scott Cooper	ScottCooper@ThompsonInc.com	16	1001	1004
15	20012	American Group	Level 1	333 Warren Avenue	RI	Linda Thomas	LindaThomas@AmericanGroup.com	16	1001	1004
16	20013	American Fastner	Level 1	354 Earle Court Blvd	NY	Chris Miller	ChrisMiller@AmericanFastner.com	16	1006	1004
17	20014	David Tocci, LLP	Level 1	413 East St.	NJ	Richard Gibson	RichardGibson@DavidTocciLLP.com	16	1006	1004
18	20015	Arch	Level 1	43 Davis Blvd.	PA	Nicholas Cash	NicholasCash@Arch.com	16	1006	1005
19	20016	Anderson Inc.	Level 1	1404 Lester Circle	PA	Robert Parker	RobertParker@AndersonInc.com	16	1006	1005
20	20017	Legal Services	Level 1	1500 Market Street	PA	David Potter	DavidPotter@LegalServices.com	16	1006	1005
21	20018	Ackers	Level 1	28 Schooner Ave.	NJ	John Newton	JohnNewton@Ackers.com	11	2004	2006
22	20019	Atlantic Inc.	Level 1	714 White House Rd.	NJ	Ronald Fender	RonaldFender@AtlanticInc.com	11	2004	2006
23	20020	Winthrop Davis	Level 1	767 14th Road	PA	Margaret Taylor	MargaretTaylor@WinthropDavis.com	16	2004	2006
24	20021	Davis Patrick	Level 2	230 Elm St.	MA		DavidPatrick@ACETicket.com	16	1001	1003
25	90000	CPA Operating One LLP	Level 1	100 Main St.	MA		info@CPAOperatingOneLLP.com	16	2004	2006

The preceding is a launch point, similar to a dashboard view, in which you can choose and navigate to a particular client record, to drill into the extensive information that is captured at the client level within the CPA solution.

Ship to Client		Bill to Client		Hierarchy		Statistics	
Client	ACE Ticket	Client	ACE Ticket	Level 1	ACE Ticket (20004)	Industry	Other (16)
	230 Elm St.		230 Elm St.	Level 2	-	Selected Value 10	Other Services
	Boston, MA 2110		Boston, MA 2110	Level 3	-	Selected Value 5	C-CORP
Attn.	David Patrick	Attn.	David Patrick			Selected Value 9	31-Dec
Phone	-	Phone	-			Popup 1	No
E-Mail	DavidPatrick@ACETicket.com	E-Mail	DavidPatrick@ACETicket.com			Popup 2	No
Blocked	No						

Engagement No.	Engagement Name	Engagement Manager Name	Amount, Budgeted Billing Price, Base	Open Billing Price, Base	Inviced Billing Price, Base	Billing Price Up/Down, Base
1	1020101	New acquisition 2014	Sean Williams	0.00	0.00	0.00

Information

With several hundred fields available and all of the key information preconfigured, the CPA solution stores a host of client-related information that is relevant for managing your CPA firm. The following is a summary of the key attributes that are captured:

- Addresses** — Both the “Ship To” and the “Bill To” addresses are captured on the client information card. In situations where the invoice goes to a parent client, you can update the “Bill

Front-Office Modules and Key Features

To” client address on the client card and thus all engagements that are created for the client are automatically set up to produce the correct billing address and client record.

- **Hierarchy** — The solution supports a five-level client hierarchy, and you can choose the number of levels to display in the system. The majority of CPA firms use two levels, sometimes three. You can also define the levels within the solution, by giving each an appropriate name (for example, “Parent” or “Child,” and so on).
- **Roles** — You can capture up to ten definable roles on a client. The CPA solution defines several for you out-of-the-box to support key workflows for billing and other activities. These include a Client Manager (that is, Partner, Managing Partner) who is responsible for the client and may ultimately approve the client invoice before it is sent out.
- **Key Stats** — The solution captures a lot of information; however, certain information is more important than other information. The “key” statistical information that is used for reporting is a great example. The solution stores statistics such as Industry, Entity Type, Year-End, and NAICS on the client record for reporting purposes.
- **Engagements** — Because the solution is fully integrated, you can view all engagement details from the client workspace.
- **Invoice Requirements** — You can designate whether clients should receive supporting documents to their invoices, for instance, the AR Aging or Client Statement.
- **Payment Information** — This provides a means to capture a client’s method of payment, the Control account for sub-ledger postings to the GL, any Credit Limits that have been established, and so on.
- **Other: Pricing, Taxes, & Currency** — Other features that are used less commonly by CPA firms include client-specific pricing, taxes that are calculated and booked during the billing process, and working with multiple currencies. The solution also supports these.

Client Hierarchy

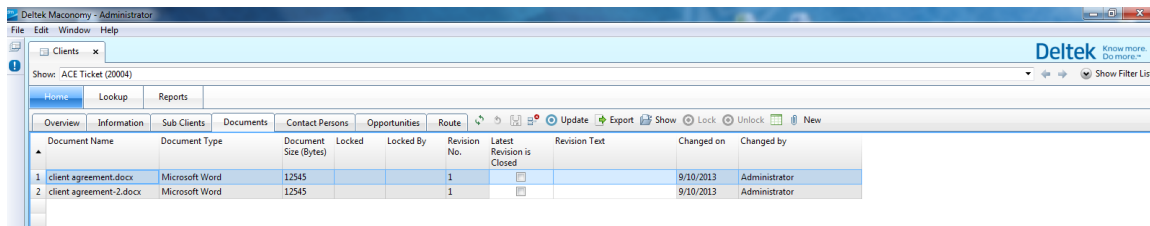
The CPA solution supports up to five levels of client hierarchy. You can create, update, and/or change client relationships at any point in time, and have such relationships reflected in real-time reporting.

Client No.	Bill to Client	Name	Address	City	State	Attention	Phone	E-mail	Client Manager (History)	Industry	Client workspace
1. 20005	20004	ACE Ticket Cambridge	2105 George Street	Cambridge	MA	Howard Mendell		HowardMendell@ACETicketCambridge.com	1001	16	Open Customer
2. 20006	20004	ACE Ticket Newton	410 Concord St.	Newton	MA	Martin Fish		MartinFish@ACETicketNewton.com	1001	16	Open Customer
3. 20021	20004	David Patrick	230 Elm St.	Boston	MA			DavidPatrick@ACETicket.com	1001	16	Open Customer

Documents

The solution supports basic document storage on a host of records within the system, including the client record. This document archiving utility supports any document type and basic version control.

Front-Office Modules and Key Features

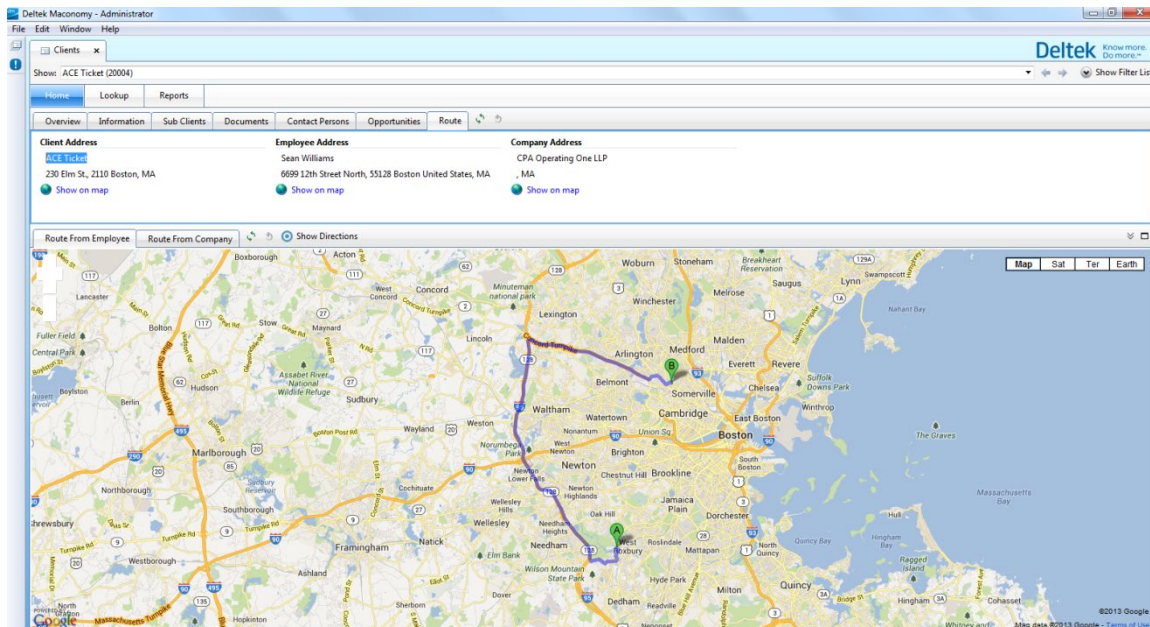


CRM Add-On Availability

If your firm has licensed Maconomy CRM (see Client Relationship Management (CRM) in the “Add-On” section of this document), your Client record also includes tabs for Contact Persons and ongoing Opportunities, or Pipeline, that you have with your client. It also links you directly into the CRM module for maintaining such records.

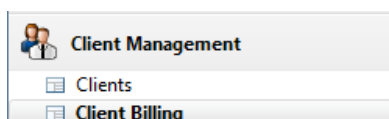
Google Maps and Other External Sites

The Maconomy technology supports embedding or linking to external sites such as web pages. The standard CPA solution includes a few examples of these as standard. This includes the ability to view route information to/from your client’s physical address on record, coming to/from either your personal address from your employee card, or from your firm’s address stored on the company card.



Billing

The CPA solution includes comprehensive functionality that is related to Client Billing. This functionality is exposed through a dedicated workspace within the solution, also located conveniently within the Client Management menu.



Front-Office Modules and Key Features

The Client Billing workspace is designed around the “Bill To” Client. The initial “launch” screen is built as a filter, allowing you to filter, sort, and select a client or specify the particular engagements that you want to work with.

Bill to Client No.	Bill to Client	WIP	WIP, jobs not inv. 1 month	Latest Invoice Date	Selected Engagements	Contracted Billing Price for Time	Budgeted Billing Price, Currency	Reg. Billing Price, Currency	Inv. Billing Price, Currency	Invoiced on Account, Currency	Write Up/Down, Currency	Client Manager	Biller	Invoice Printer
1 20002	Aaron Bradley	10,141.00	0.00	9/7/2013	1 of 1	0.00	0.00	86,022.00	75,881.00	0.00	0.00	Sean Williams	Annie Leonard	Ben Hunter
2 20012	American Group	33,600.00	33,600.00	7/31/2012	1 of 1	0.00	0.00	61,550.00	27,950.00	0.00	0.00	Sean Williams	Fay Miller	
3 20011	Thompson Inc.	5,523.00	5,523.00	7/31/2012	1 of 1	0.00	0.00	15,803.00	10,280.00	0.00	0.00	Sean Williams	Fay Miller	
4 20001	Mid-Atlantic	7,227.00	7,227.00	7/31/2012	1 of 1	0.00	0.00	18,695.00	11,468.00	0.00	0.00	Sean Williams	Annie Leonard	
5 20004	ACE Ticket	1,800.00	0.00	9/5/2013	8 of 9	0.00	0.00	359,989.00	328,906.50	0.00	-28,882.50	Sean Williams	Annie Leonard	
6 20004	ACE Ticket	0.00	0.00	9/5/2013	1 of 9	0.00	0.00	10,877.00	10,747.00	0.00	-130.00	Sean Williams	Fay Miller	
7 20008	Marine Science	175,724.00	175,724.00	7/31/2012	2 of 4	10,000.00	10,500.00	249,365.00	73,641.00	0.00	0.00	Sean Williams	Annie Leonard	
8 20000	Acme Cleaning	56,781.00	56,781.00	7/31/2012	3 of 3	0.00	0.00	133,322.00	76,541.00	0.00	0.00	Sean Williams	Annie Leonard	

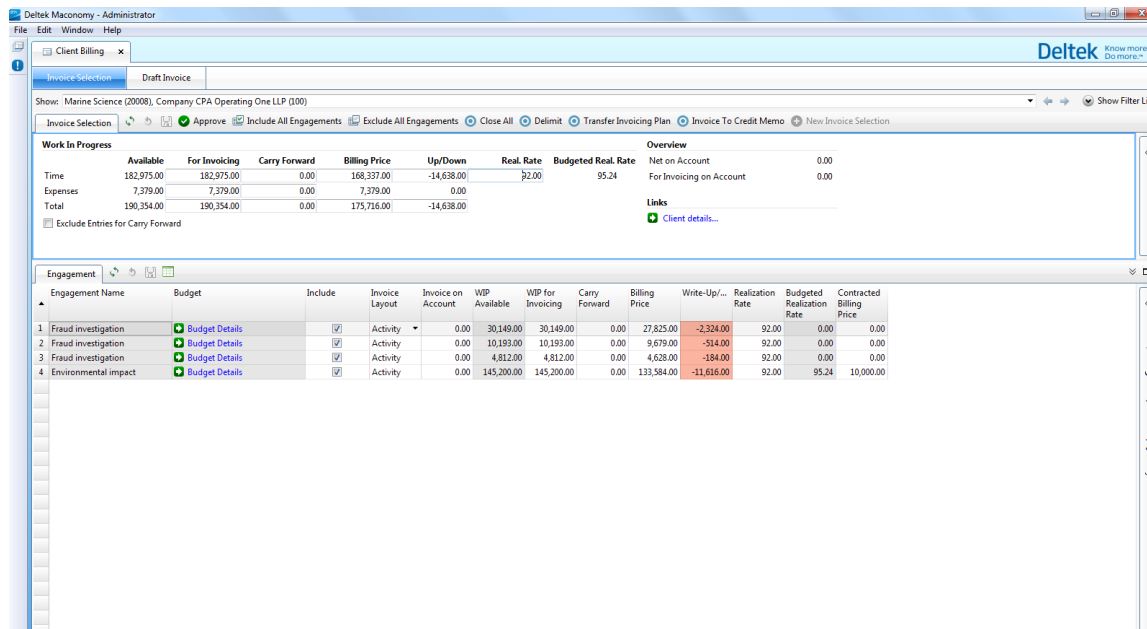
You can also filter by “draft status.” Maconomy’s ***billing workflow*** is configurable, driven by the solution’s advanced approval hierarchy engine. The CPA solution provides a ready-to-run configuration, where the Biller can prepare and ***submit*** an invoice draft, while the Client Manager (that is, Partner) can choose to ***approve or reject*** the draft, and finally a designated group within the Finance department, or someone in an Admin role, can do the ***printing of the invoice***.

Bill to Client No.	Bill to Client	WIP	WIP, jobs not inv. 1 month	Latest Invoice Date	Selected Engagements	Drafts for Editing	Drafts Submitted	Drafts Rejected	Drafts Approved
1 Aaron Bradley	20002	10,141.00	0.00	9/7/2013	1 of 1	0	0	0	0
2 American Group	20012	33,600.00	33,600.00	7/31/2012	1 of 1	0	0	0	0
3 Thompson Inc.	20011	5,523.00	5,523.00	7/31/2012	1 of 1	0	0	0	0
4 Mid-Atlantic	20001	7,227.00	7,227.00	7/31/2012	1 of 1	0	0	0	0
5 ACE Ticket	20004	1,800.00	0.00	9/5/2013	9 of 9	0	0	0	0
6 Marine Science	20008	190,354.00	190,354.00	7/31/2012	4 of 4	0	1	0	0
7 Arch	20015	65,329.00	65,329.00	7/31/2012	1 of 1	0	0	0	0
8 Acme Cleaning	20000	57,156.00	57,156.00	7/31/2012	3 of 3	1	0	0	0
9 Legal Services	20017	1,575.00	1,575.00	7/31/2012	1 of 1	0	0	0	0
10 Anderson Inc.	20016	10,575.00	10,575.00	7/31/2012	1 of 1	0	0	0	0

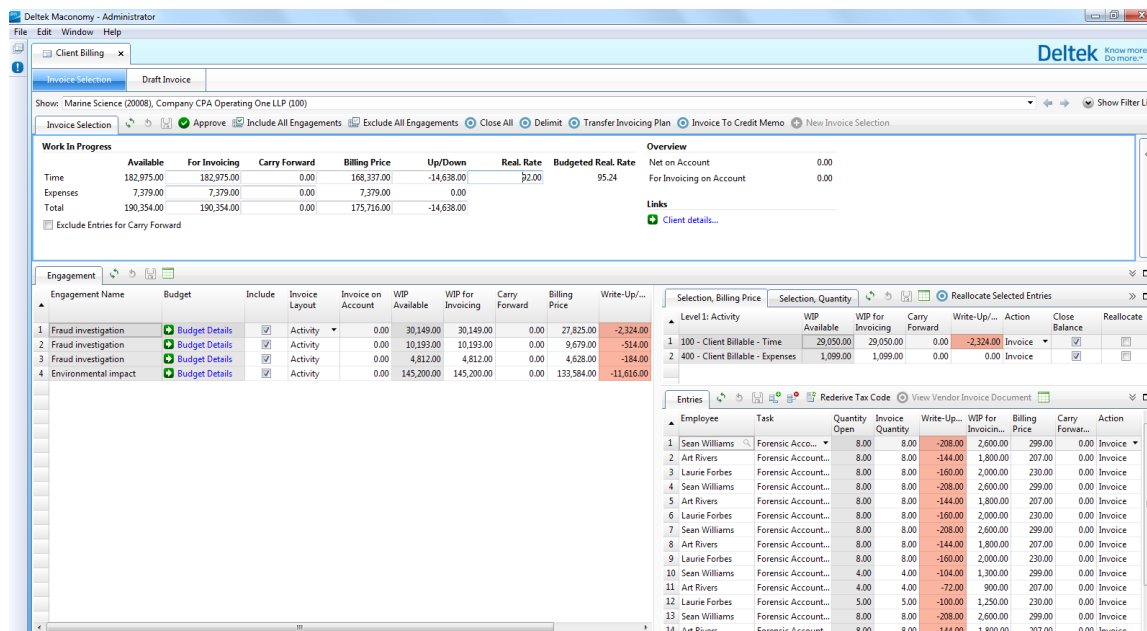
You can perform a progress bill (referred to as an “invoice on account” in the CPA solution), and/or perform a WIP bill (that is, final bill). You can do all of this within a single view in Maconomy, the Invoice Selection window. This window shows the Bill-to Client, the Client’s Engagements in a table format, and the WIP that is associated with each engagement. The solution shows two levels of WIP, a summary level (that is, time versus expenses), and the detailed level. You have the option to bill WIP at each of these levels: Client, Engagement, WIP, or Detailed WIP.

The following figure shows the Client and Engagement level, where you can enter the WIP or Progress amount to bill, at either level.

Front-Office Modules and Key Features



The next figure shows how you can quickly expand the right-hand assistant panel to view the WIP and WIP Detail that are related to a particular Engagement. You can choose the WIP to bill at either of these levels, too. You can bill at all three levels within the same billing workflow.



The CPA solution also supports a number of options for the presentation of a bill; you can set all of these to default from the client record in the system. These options include:

- Show Write Down Separately** — When completing a bill, you often write down Write-Down WIP. This option allows you to show the Write Down amount on a separate line on the invoice, so the client can be made aware that you provided a Write Down to them. If you do not choose this option, the Write Down does not appear on the invoice. In either situation, the solution books the correct entries to the general ledger to record the Write Down.

Front-Office Modules and Key Features

- **Show Client Balances On Invoice** — Use this option to show the current open AR balance at the bottom of the client's invoice.
- **Show Client Statement On Invoice** — Use this option to show the client statement as an attachment to the client invoice.
- **Show Client Aging On Invoice** — Use this option to show the client AR aging as an attachment to the client invoice.
- **Include Detailed Specification** — Use this option to attach a WIP statement to the invoice, which can be defined in the CPA solution. This can be a detailed WIP statement, that is, By Employee, By Task WIP statement, or something similar. You can also use a Summarized WIP statement. There are many alternatives, and this feature allows you to specify those for your setup and decide which detailed specifications to send to which clients.

The solution provides a notification to remind you that you have completed invoice selection and should complete the draft and **Submit the Draft Invoice** to the approver. The second window in Billing, Invoice Draft, is designed to allow you to adjust the body of the invoice. The text that shows up in the table can come from the time or expense sheet description, the task description, or a general activity description. You can make changes to the WIP descriptions and/or choose from a list of standard texts that is stored in the CPA solution. You can also add and/or remove lines in the invoice and combine lines accordingly. You can print a draft invoice before submitting the invoice for approval.

The screenshot displays the 'Deltek Maconomy - Administrator' software interface. The main window is titled 'Invoice Draft' and is divided into several sections. The top section, 'Invoice Selection', shows 'Show: Fraud investigation (10012), Draft No. 1, Marine Science (20008)'. Below this is the 'Invoice Editing' section, which includes fields for 'Draft No.', 'Blanket Invoice', 'Standard Invoice Text List', 'Invoice Name', 'Payment Terms', 'Preferred Inv. Date', and 'Due Date'. It also features a 'Price Breakdown' table with columns for 'Billing Price', 'Invoice Discount', 'Net on Account', 'Balance Due', and 'Write Up/Down'. The 'Draft Editing' section at the bottom shows a table with columns for 'Standard Text Code', 'Description', 'Quantity', 'Billing Price', 'Billing Price Total', and 'Total Price Only'. The table contains several rows of data, including '10012 Fraud investigation' and '10013 Fraud investigation'.

When you submit the invoice, the approver gets a notification to **Approve Draft Invoice**. This notification directs the approver to the Draft Invoice window and allows him or her to approve or reject the invoice, while making comments associated with the status of the invoice. The approver can see full details when approving the invoice; this includes access to the WIP Decisions window, which shows the approver the WIP that has been closed as a result of producing the bill. This window helps you to identify what time or expense sheet entries will be written off if any invoice is approved and sent to a customer.

Front-Office Modules and Key Features

Draft Editing WIP Decisions

Show: All Written up/down

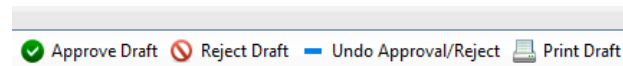
Now showing 1 - 25 << Prev Next >>

Entry Details	Transaction No.	Engagement No.	Task	Task Description	Entry Date	Employee No.	Employee Name	Quantity for Invoicing	Billing Price for Invoicing, Currency	Quantity Up/Down	Billing Price Up/Down, Currency
1 Entry Details	100000033	10017	102	Strategic Consulting Services	7/19/2012	1006	Rob Walker	6.00	1,794.00	0.00	-156.00
2 Entry Details	100000084	10017	102	Strategic Consulting Services	9/12/2012	1017	Laurie Forbes	8.00	1,840.00	0.00	-160.00
3 Entry Details	100000038	10017	102	Strategic Consulting Services	7/20/2012	1000	Bobby Jones	8.00	920.00	0.00	-80.00
4 Entry Details	100000068	10017	102	Strategic Consulting Services	8/15/2012	1017	Laurie Forbes	8.00	1,840.00	0.00	-160.00
5 Entry Details	100000062	10017	100	Interim Accounting Assistance	8/28/2012	1000	Bobby Jones	2.00	230.00	0.00	-20.00
6 Entry Details	100000084	10017	102	Strategic Consulting Services	9/14/2012	1017	Laurie Forbes	8.00	1,840.00	0.00	-160.00
7 Entry Details	100000057	10017	102	Strategic Consulting Services	8/20/2012	1006	Rob Walker	8.00	2,392.00	0.00	-208.00
8 Entry Details	100000006	10017	100	Interim Accounting Assistance	5/2/2012	1006	Rob Walker	3.00	897.00	0.00	-78.00
9 Entry Details	100000079	10013	100	Forensic Accounting Time	9/18/2012	1000	Bobby Jones	1.00	115.00	0.00	-10.00
10 Entry Details	100000066	10012	100	Forensic Accounting Time	8/29/2012	1002	Art Rivers	8.00	1,656.00	0.00	-144.00

No of results to show: 25

List of Expense Sheets

The approver has access to the appropriate actions within the Draft Invoice window.



When choosing to reject a draft, the approver can enter a comment that is stored in the **Rejected Draft Invoice** notification that is sent back to the submitter.

Reject

Rejection

Remark:

Overwrite existing: ☒ Approval Status ☒ Remark

Reject Draft Cancel

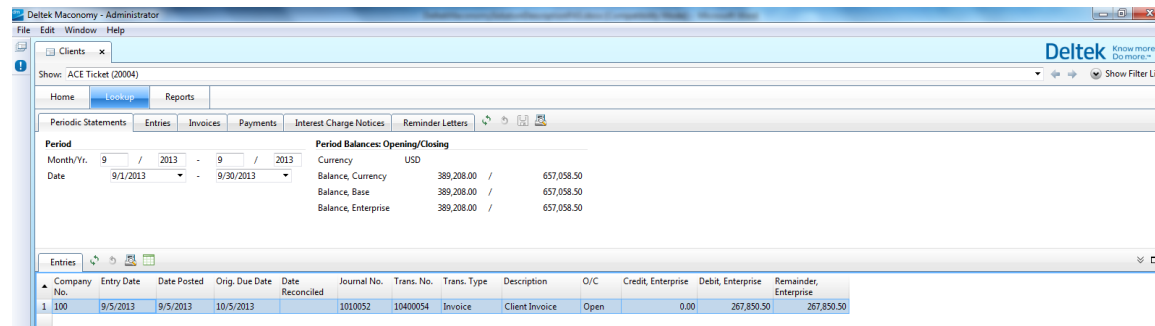
After the draft is approved, the invoice printer (a user who is identified on the client and/or engagement card) receives a notification to **Print Draft Invoice**. The notification brings the invoice printer to the Invoice Draft screen, where he or she can access the Print Draft and Print Invoice actions. The CPA solution prints invoices in PDF format, and you can review and reprint them at any point in time in the Lookups section.

Lookups

The CPA solution offers a variety of “quick lookups.” Lookups are a way of retrieving information, usually numerical information, directly within the solution without running a Business Intelligence report or query.

The solution supports lookups for clients such as the **Periodic Statement** (that is, the debits/credits that hit the client’s account over a defined period of time), the client **Entries** (that is, all entries that hit the client account and the details of each, showing complete journal and sub-ledger bookings), the client **Invoices** (with the ability to reprint each invoice to PDF and resend to a client or circulate internally), and client **Payments** (all cash payments received).

Front-Office Modules and Key Features



Reports

See Reporting and Dashboards for information about reports. The CPA solution provides a number of reports that are embedded within the Clients workspace, where the system generates a report for the particular client record that you choose from the filter.

Engagement Management

The CPA solution offers a number of key features that support tight engagement control and efficient engagement management. These include the ability to create client engagements using predefined templates; manage critical engagement information and statistics for reporting; identify critical engagement roles and responsibilities; store documents; and look up current engagement balances for WIP, AR, and Cash.

The following is a view of the initial filter that is available to you, which is user-defined as to which fields you want to view.

Deltek Maconomy - Administrator

File

Edit

Window

Help

Engagements

Engagement List

New Engagement

Copy Engagement

Import

Show:

Engagement Manager

Client Manager

Biller

Any Engagement Role

All Engagements

No results to show: 25

Engagement No.	Engagement Name	Year	Client	Engagement Manager Name	Hours, Bud.	Hours, Reg.	Hours, Open	Hours, Invoiced	Hours, Up/Down	Bud. Billing, Base	Reg. Billing, Base	Open Billing, Curr.	Up/down, Curr.	Inv. Billing, Curr.	Invoiced on Account, Currency	
1	10000	Accounting support	2013	Acme Cleaning	Sean Williams	0.00	394.00	168.00	226.00	0.00	0.00 USD	115,647.00 USD	47,581.00 USD	0.00 USD	68,066.00 USD	0.00
2	10001	Valuation	2013	Mid-Atlantic	Sean Williams	0.00	48.00	20.00	28.00	0.00	0.00 USD	18,695.00 USD	7,227.00 USD	0.00 USD	11,468.00 USD	0.00
3	10002	Corporate tax	2013	Acme Cleaning	Sean Williams	0.00	66.00	35.00	31.00	0.00	0.00 USD	18,050.00 USD	9,575.00 USD	0.00 USD	8,475.00 USD	0.00
4	10003	Individual tax return	2013	Aaron Bradley	Sean Williams	0.00	288.00	29.85	258.15	0.00	0.00 USD	86,022.00 USD	10,141.00 USD	0.00 USD	75,881.00 USD	0.00
5	10004	Individual tax return	2013	Thompson Inc.	Sean Williams	0.00	29.00	13.00	16.00	0.00	0.00 USD	15,803.00 USD	5,523.00 USD	0.00 USD	10,280.00 USD	0.00
6	10005	New acquisition 2013	2013	ACE Ticket	Sean Williams	0.00	24.00	0.00	24.00	0.00	0.00 USD	6,600.00 USD	0.00 USD	-330.00 USD	6,270.00 USD	0.00
7	10006	Corporate tax cambridge	2013	ACE Ticket Cambridge	Sean Williams	0.00	16.00	8.00	8.00	0.00	0.00 USD	4,000.00 USD	1,800.00 USD	-220.00 USD	1,980.00 USD	0.00
8	10007	Corporate tax newton	2013	ACE Ticket Newton	Sean Williams	0.00	8.00	0.00	8.00	0.00	0.00 USD	10,364.00 USD	0.00 USD	-220.00 USD	10,144.00 USD	0.00
9	10008	Individual tax return	2013	David Patrick	Sean Williams	0.00	4.00	0.00	4.00	0.00	0.00 USD	10,877.00 USD	0.00 USD	-330.00 USD	10,547.00 USD	0.00
10	10009	Accounting policies	2013	ACE Ticket Cambridge	Sean Williams	0.00	438.00	0.00	438.00	0.00	0.00 USD	116,950.00 USD	0.00 USD	-6,615.00 USD	111,335.00 USD	0.00
11	10010	GAAP compliance	2013	ACE Ticket Newton	Sean Williams	0.00	48.00	0.00	48.00	0.00	0.00 USD	12,800.00 USD	0.00 USD	-1,280.00 USD	11,520.00 USD	0.00
12	10011	Dispute resolution	2013	ACE Ticket Cambridge	Sean Williams	0.00	60.00	0.00	40.00	0.00	0.00 USD	10,900.00 USD	0.00 USD	-1,090.00 USD	9,810.00 USD	0.00
13	10012	Fraud investigation	2013	Marine Science	Sean Williams	120.00	356.00	109.00	247.00	0.00	18,900.00 USD	103,790.00 USD	30,149.00 USD	0.00 USD	73,641.00 USD	0.00
14	10013	Fraud investigation	2013	Marine Aviation	Sean Williams	0.00	65.00	45.00	16.00	0.00	20,745.00 USD	10,193.00 USD	0.00 USD	10,552.00 USD	0.00	0.00
15	10014	Fraud investigation	2013	Marine Costal	Sean Williams	0.00	34.00	12.00	18.00	0.00	15,543.00 USD	4,812.00 USD	0.00 USD	10,731.00 USD	0.00	0.00
16	10015	Court case 1250	2013	American Group	Rob Walker	0.00	294.00	137.00	141.00	0.00	61,550.00 USD	33,600.00 USD	0.00 USD	27,950.00 USD	0.00	0.00
17	10016	Malpractice	2013	ACE Ticket Newton	Rob Walker	0.00	284.00	0.00	284.00	0.00	65,000.00 USD	0.00 USD	0.00 USD	-6,500.00 USD	58,500.00 USD	0.00
18	10017	Environmental impact	2013	Marine Science	Rob Walker	84.00	653.00	653.00	0.00	10,500.00 USD	145,200.00 USD	145,200.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00
19	10018	Insurance	2013	ACE Ticket Cambridge	Rob Walker	0.00	583.00	0.00	575.00	0.00	139,575.00 USD	0.00 USD	0.00 USD	-13,957.50 USD	125,617.50 USD	0.00
20	10019	Administrative T&E	2013	CPA Operating One LLP	Rob Walker	0.00	221.00	0.00	0.00	0.00	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00
21	10020	Accounting support	2012	Acme Cleaning	Sean Williams	0.00	10.00	0.00	10.00	0.00	3,250.00 USD	3,250.00 USD	0.00 USD	0.00 USD	3,250.00 USD	0.00
22	10021	Valuation	2012	Mid-Atlantic	Sean Williams	142.00	21.00	10.00	11.00	0.00	22,100.00 USD	6,825.00 USD	3,250.00 USD	0.00 USD	3,575.00 USD	0.00
23	10022	Corporate tax	2012	Acme Cleaning	Sean Williams	0.00	12.00	0.00	12.00	0.00	3,900.00 USD	3,900.00 USD	0.00 USD	0.00 USD	3,900.00 USD	0.00
24	10023	Individual tax return	2012	Aaron Bradley	Sean Williams	0.00	10.00	0.00	10.00	0.00	3,250.00 USD	3,250.00 USD	0.00 USD	0.00 USD	3,250.00 USD	0.00
25	10024	Individual tax return	2012	Thompson Inc.	Sean Williams	0.00	11.00	0.00	11.00	0.00	3,575.00 USD	3,575.00 USD	0.00 USD	0.00 USD	3,575.00 USD	0.00

Home

Budgetation

Billings

Lookups

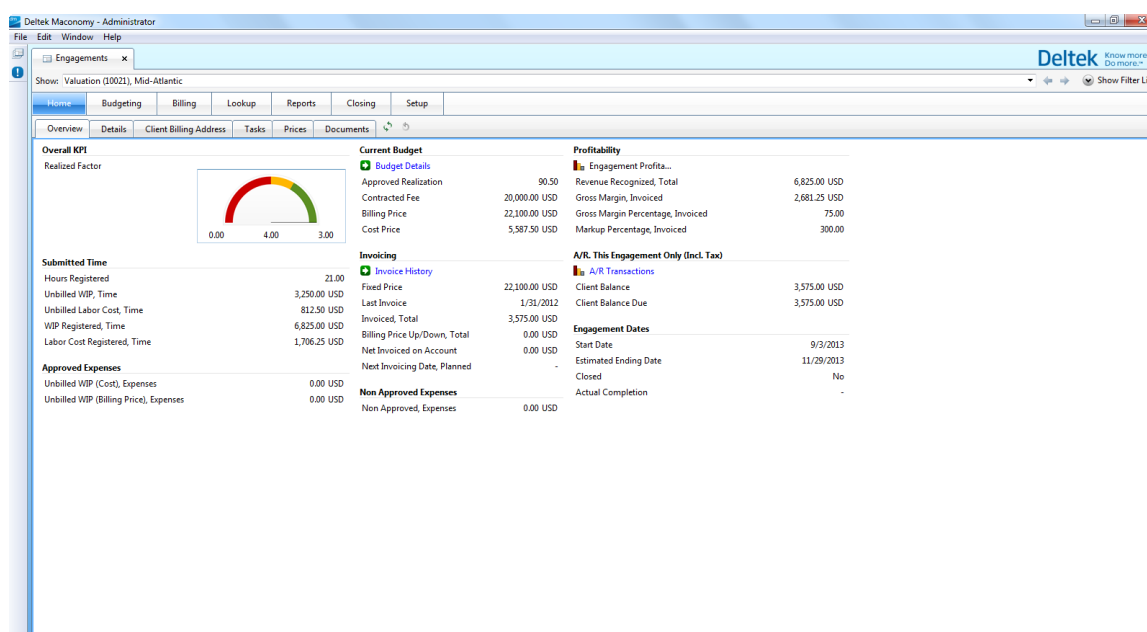
Reports

Closing

Setup

The preceding figure shows a launch point, similar to a dashboard view, in which you can choose and navigate to a particular engagement record, to drill into the extensive information that is captured at the engagement level within the CPA solution. The initial screen is the Overview window, which displays key financial information that is related to the engagement, such as the budget, WIP, AR, and Profitability.

Front-Office Modules and Key Features



Information

With several hundred fields available and all of the key information preconfigured, the CPA solution stores a host of engagement-related information that is relevant for managing the services that your firm provides to your clients. The following is a summary of the key attributes that are captured on each engagement:

- Key Stats** — The solution captures a lot of information; however, certain information is more important than other information. The “key” statistical information that is used for reporting is a great example. The solution stores statistics such as the Legal Entity, Engagement Department, Service Type, and Industry on the engagement and supports full P&L reporting.
- Roles** — You can capture up to ten definable roles on an engagement. The CPA solution defines several for you out-of-the-box to support key workflows for billing and other activities such as approving employee expenses that are related to the engagement. These include Sales Person (if using Maconomy CRM), Client Manager (derived from the client card when the engagement is created), Engagement Manager, Biller, and Invoice Printer (derived from the client card). The roles are critical to push relevant notifications to the user who is responsible for taking workflow actions that are related to activities that occur on the engagement. This is one of the mechanisms that enable engagement “control” within the CPA solution.
- Registration Details** — The CPA solution offers a number of preconfigured ways to manage engagements out-of-the-box. You can operate Time & Materials, Fixed-Price, and Internal engagements. You can have multiple revenue recognition treatments, although the most common for CPA firms is WIP Evaluation, either at the detailed client/engagement/task level or at the G/L level. The entry details also enable you to define how to create an invoice for an engagement (that is, what the invoice should look like). Finally, standard text codes, PO numbers, and Engagement Year are also available.
- Engagement Fees** — When entering into a service agreement with your client, you likely have an engagement letter or a statement of work. The CPA solution offers you a field that is designed specifically for this value. In addition, the solution compares this value against the Budget value for fees and automatically calculates your Budgeted Realization. This is a critical metric in managing your engagement, and it is critical information for deciding what WIP to bill/write off in the billing process.

- **Engagement Restrictions** — The solution provides a number of engagement restrictions, most notably if the engagement is “recurring.” Recurring indicates the desire to roll forward the engagement to next year, which is quite common in CPA practice. You can also manage time, expenses, budget, and invoicing, and even block/hold an engagement while using these restrictions.
- **Task Lists** — The CPA solution offers a task list per engagement, which is commonly derived from the engagement template during creation. The task list (or work codes) identifies the individual tasks to be completed on the engagement (for example, Tax Preparation for a Personal Tax engagement). The solution uses tasks to manage the engagement and identify budget-to-actual variances where actual time is compared against what has been budgeted. It is also helpful in the planning phase (see the “Add-on” section Deltek People Planner (RM) for details about People Planner).
- **Pricing** — The majority of CPA firms use standard prices per employee category (for example, staff level, such as Associate) or individually named employee. You can also make engagement-specific price decisions, rather than assume the same pricing model across all billable work.
- **Documents** — You can store documents on each engagement, such as the engagement letter or statement of work for the services to be provided.

Budgeting

The engagement budgeting functionality within the CPA solution works in an Excel-like format. With tasks (work codes) as rows, and employees/employee categories as columns, you can quickly establish a budget for your engagement.

The budget automatically calculates your budgeted Gross Margin and Gross Margin %. It highlights the GM% in green, yellow, or red, based on targeted indicators. In addition, the budget calculates realization for you, on the fly. It takes the contracted fee, against the total budgeted fee, and suggests a realization rate. You can then update the budgeted realization rate before submitting the budget for approval.

You can budget by employee category (or level) and/or by employee. The following example shows the use of both employee categories and an individual employee on the same budget.

Front-Office Modules and Key Features

Budget Summary

	Time	Days	Cost	Billing Price	GM	GM %
Current Budget	142.00	17.75	5,587.50	22,100.00	16,512.50	74.72 %
Revision No. 1			0.00	0.00	16,512.50	74.72 %
Default Line Type			5,587.50	22,100.00	16,512.50	74.72 %

Budget Analysis

	Realization
Write Up/Down	0.00
Calculated Realization Rate	90.50
Total Time	22,100.00
Budgeted Realization Rate	90.50
Contract Fee	20,000.00

Full Budget

Description	Task	Non-Allocate	Associate	Senior Associate	Manager	Art Rivers	Total	Billing Price, Curr.	Total Billing Price, Currency	Cost, Base	Total Cost, Base	GM, Base	Comments
1 Planning	100			12.00			12.00	225.00	2,700.00	56.25	675.00	2,025.00	
2 Interim	101			10.00	5.00		15.00	191.67	2,875.00	47.92	718.75	2,156.25	
3 Fieldwork	102		80.00	12.00		7.00	99.00	138.13	13,675.00	34.53	3,418.75	10,256.25	
4 Review & Report Prep	103			2.00	8.00		10.00	215.00	2,150.00	53.75	537.50	1,612.50	
5 Expanded Scope	104			4.00			4.00	175.00	700.00	43.75	175.00	525.00	
6 Client Non-Billable Time	200		2.00				2.00	0.00	0.00	31.25	62.50	-62.50	

All engagement budget information, including the budgeted realization, flows to the billing windows for client and/or engagement-level billing. These metrics are also available in relevant filters in the system, for viewing budget to actual.

Billing

While the CPA solution offers billing from the client perspective (see the previous section about client management), it also enables your firm to use billing from the project workspace. The key difference is whether you choose to bill multiple engagements on a single bill, rather than a single engagement; however, you can bill a single engagement in the Client Billing workspace as well.

Work In Progress

	Available	For Invoicing	Carry Forward	Billing Price	Up/Down	Real Rate
Time	3,250.00	3,250.00	0.00	3,250.00	0.00	100.00
Expenses	0.00	0.00	0.00	0.00	0.00	
Total	3,250.00	3,250.00	0.00	3,250.00	0.00	

Selection, Billing Prices

Level 1: Activity	WP Available	WP for Invoicing	Carry Forward	Write-Up/...	Action	Close Balance	Reallocate
1 100 - Client Billable - Time	3,250.00	3,250.00	0.00	0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Similar to what you see in the Client Billing workspace diagrams, you can drill into the lowest level of detail here as well.

Selection, Billing Prices

Level 1: Activity	WP Available	WP for Invoicing	Carry Forward	Write-Up/...	Action	Close Balance	Reallocate
1 100 - Client Billable - Time	3,250.00	3,250.00	0.00	0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Entries

Employee	Task	Quantity Open	Invoice Quantity	Write-Up/...	WP for Invoicing	Billing Price	Carry Forward	Action
1 Sean Williams	Planning	4.00	4.00	0.00	1,300.00	325.00	0.00	Invoice
2 Sean Williams	Fieldwork	6.00	6.00	0.00	1,950.00	325.00	0.00	Invoice

Front-Office Modules and Key Features

One of the challenges with billing is allocating realization credit for individual employees. Often, firms are hesitant to relieve (or bill) WIP and would rather complete a progress bill to avoid such a situation where unfair realization credit is attributed to employees. The CPA solution offers you a solution for this business problem by providing an Employee Revenue Distribution mechanism. This window allows you to recalculate realization credit across employees and manually dictate what percentage an employee should receive, at any point in an engagement (most commonly at the end of the engagement, or before quarterly/annual realization reporting).

Employee No.	Employee Name	Trans. No.	Invoiced WIP	Revenue Recognized	Realization Rate	New Revenue Recognized	New Realization Rate	Locked	Adjustment
1006	Rob Walker	0	3,575.00	3,575.00	100.00	3,575.00	100.00		0.00

Lookups

The CPA solution offers key lookups to view financial data and invoices. These engagement lookups provide insight into the details that make up the financial postings to your engagement, which are summarized in the Overview window.

Invoice No.	Type	Invoice Date	Invoice Currency	Total Billing Price, Invoice Currency	Invoice Total, Invoice Currency	Billing Price Up/Down	Due Date	Payment Status	Job Billing Price, Invoice Currency	Job Billing Price, Job Currency	Engagement Currency	From Invoice No.
1040001	Invoice	1/31/2012	USD	3,575.00	3,575.00	0.00	3/1/2012	Due	3,575.00	3,575.00	USD	

Reports

See Reporting and Dashboards for information about reports. The CPA solution provides a number of reports that are embedded within the Engagements workspace, where the system generates a report for the particular engagement record that you choose from the filter.

Closing

To offer complete engagement control, the CPA solution offers a “pending engagement actions” feature to allow you to manage what needs to be completed before you can close an engagement. For instance, this feature informs you if there is open WIP, which must be closed (invoiced, written off, or reallocated) before closing a job.

Setup

You can handle engagements in a number of ways within the CPA solution; therefore, it is necessary to expose critical setup information that is related to the engagement. Like many setup requirements, this is standardized and automated in your CPA solution, so you can choose to change the standard setup; however, out-of-the-box the solution is ready to run with the correct rules and parameters for engagement treatment.

Engagement Administration

You can perform several actions against engagements in general, commonly in a batch process against a group of engagements; these are located in the Engagement Administration workspace. The key features of this workspace include:

- **Journal** — The CPA solution offers you the opportunity to book one-off transactions against engagements, known as Engagement Journals. You can post engagement Journals using the engagement number, task, quantity, and billing price/cost price. These are helpful to post one-time charges to an engagement in real time, rather than asking an employee to post time or expenses, and so on.
- **Reallocation** — You can reallocate transactions (for example, time, expenses, and so on) from one engagement to another. You can do this in three different ways, which, depending on how you want to reallocate the entries, drives complete efficiency into the process.
- **Transfer** — The transfer functionality is similar to reallocating entries, but is specifically for transferring transactions between Maconomy dimensions, for reporting purposes. For instance, if a transaction went into the system and was tagged with a particular engagement department, and it should be transferred to a different department, for P&L reporting purposes.
- **Accrual** — You can book engagement accruals within the CPA solution.
- **Revenue Recognition (WIP Evaluation)** — The revenue recognition engine in Maconomy offers a number of methods; however, the method that is most commonly used by CPA firms is the Evaluation of WIP feature. You can evaluate WIP at the client/engagement/task level or book a top-line WIP evaluation at the G/L level.
- **Approval** — Depending on the type of approvals that you want to require on an engagement, this workspace supports the batch approval process (that is, approving across multiple engagements at one time).
- **Collections** — The engagement collection functionality offers you the ability to combine engagements for billing purposes. The CPA solution automatically organizes the engagements by Bill-To client; however, you can break this down into billing “groups” or collections.
- **Quotes** — You can generate quotes for engagement services and print quotes accordingly.
- **Roll Forward** — The CPA solution offers a roll-forward feature that is commonly used by CPA firms to roll forward engagements from one year to the next. The solution automatically updates the engagement year (for example, from 2013 to 2014), and copies the critical engagement information to the new engagement.

Front-Office Modules and Key Features

- Tax Returns** — Each tax engagement may use the tax return due date tracking feature in the solution. The administrative view to this window is located in the Engagement Administration workspace, where it is possible to manage the Tax Return Types and view each individual engagement and the associated tax return table.

The following figure is an example of the Engagement Administration workspace, where the Evaluation of WIP window is shown.

Client No.	Client Name	Level 1 Client Name	Engagement No.	Engagement Name	To Be Calculated	Approve	Open Billing Price	WIP	Percentage	New WIP	Adjustment Type	Amount, New WIP	Date, New WIP	Amount, Adjustment	Percentage, Adjustment
20004	ACE Ticket	ACE Ticket	10005	New acquisition			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00
20005	ACE Ticket Cambridge	ACE Ticket	10006	Corporate tax cambridge			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00
20006	ACE Ticket Newton	ACE Ticket	10007	Corporate tax newton			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00
40005	ACE Ticket Cambridge	ACE Ticket	10009	Accounting policies			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00
50006	ACE Ticket Newton	ACE Ticket	10010	GAAP compliance			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00
60005	ACE Ticket Cambridge	ACE Ticket	10011	Dispute resolution			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00
70006	ACE Ticket Newton	ACE Ticket	10016	Malpractice			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00
80005	ACE Ticket Cambridge	ACE Ticket	10018	Insurance			0.00	0.00	0.00	100.00	Percentage	0.00		0.00	0.00

The following figure is an example of the Engagement Administration workspace, where the Roll Forward window is shown.

Roll Forward	Close	Client No.	Client Name	Client Manager	Engagement No.	Engagement Name	Engagement Manager	Recurring Annually	Rolled Forward To Engagement...	Rolled Forward to Engagement Name	Closed	No. of Pending Engagement Actions	Pending Engagement Actions Updated...
1		20008	Marine Science	Sean Williams	1020100	Template-Fiduciary Tax	Sean Williams	✓				0	
2		20002	Aaron Bradley	Sean Williams	1020101	Fidus skat	Sean Williams	✓				0	
3		90000	CPA Operating One LLP	Kyle Love	1020102	Employee Goals (2014)	Sean Williams	✓				0	
4		110060	Agape Escape		1020103	Acquisition - Agape	Rob Walker	✓				0	

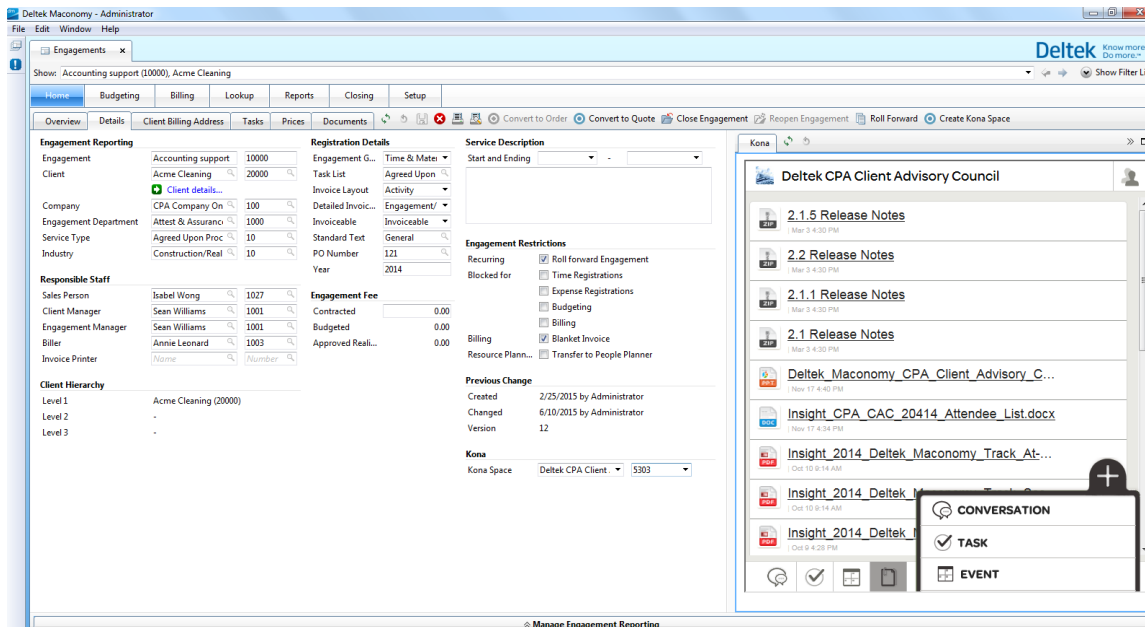
Using Deltek Kona with Front Office

The CPA solution offers a standard integration to Deltek Kona. Kona is cloud-based web portal that enables your firm to manage engagement communication, tasks, events/calendars, and file storage. For instance, within Kona you can set up an unlimited number of conversations per engagement, which can be helpful for having team discussions about billing cycles, cash collections, and other general communication.

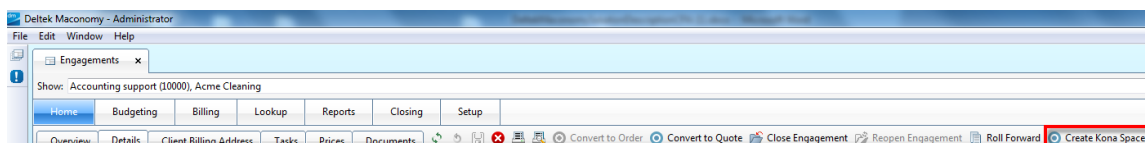
Note: While Kona as a stand-alone product does not require a license, the version that the Maconomy integration uses is Kona Business and, therefore, it does require a Kona Business license.

While Kona is an external web page within the CPA solution, it is fully integrated within the engagement workspace. When you create an engagement in the solution, you can select a Kona space that you have set up that corresponds to the engagement. In this way, you could have one Kona space for multiple engagements, or have a unique Kona space for each engagement. When activated, a sliding assistant panel appears on the right of your screen so that you can expand it to use Kona when appropriate.

The following example shows what the integration looks like from the Engagement Workspace, Information tab.



You can also create a new Kona space directly from Maconomy, in the Engagements workspace:



Front-Office Modules and Key Features

Using Kona, you can quickly open an ongoing discussion topic and add to the thread. In the following example, you can see how you could use Kona to have a discussion about the client's current billing cycle.

The screenshot displays the Deltak Maconomy - Administrator interface. The main window shows the 'Engagements' module for 'Acme Cleaning'. The interface is divided into several sections:

- Engagement Reporting:** A table listing engagement details.

Engagement	Accounting support	10000
Client	Acme Cleaning	20000
Company	CPA Company On	100
Engagement Department	Attest & Assurance	1000
Service Type	Agreed Upon Proc	10
Industry	Construction/Real	10
- Registration Details:** A table listing registration details.

Registration	Time & Mate	Agreed Upon
Task List	Activity	
Detailed Invoic...	Engagement/	
Invoicable	Invoicable	
Standard Test	General	
PO Number	121	
Year	2014	
- Engagement Fee:** A table listing engagement fees.

Engagement Fee	Contracted	Budgeted	Approved Real...
	0.00	0.00	0.00
- Client Hierarchy:** A table listing client hierarchy.

Level	Client
Level 1	Acme Cleaning (20000)
Level 2	-
Level 3	-
- Responsible Staff:** A table listing responsible staff.

Responsible Staff	Name	Number
Sales Person	Isabel Wong	1027
Client Manager	Sean Williams	1001
Engagement Manager	Sean Williams	1001
Bill	Annie Leonard	1003
Invoice Printer		
- Service Description:** A section for service description.
- Engagement Restrictions:** A section for engagement restrictions.
- Previous Change:** A section for previous changes.
- Kona:** A section for Kona space.

The 'Kona' window is open on the right side of the interface, showing a discussion thread titled 'What are we billing th...'. The thread includes a message from Dan DiStefano dated Jun 10 12:38 PM, asking 'Hey Sean, what are we planning to bill?'. The window also features a 'Send' button and a 'Kona Space' dropdown menu.

Back-Office Modules and Key Features

Introduction

The CPA solution offers a fully integrated, back office suite including General Ledger, Accounts Receivable, Accounts Payable, Banking, and Fixed Assets. The following section provides a high-level overview of the key features that are provided within each of these Maconomy back-office modules.

General Ledger

The solution includes the preconfigured General Ledger module. The Engagement Management module is completely integrated into the General Ledger module, which makes General Ledger a central part of the Maconomy solution. Because the modules are fully integrated, there are no balance differences between the General Ledger and the other modules in Maconomy, including your client and vendor sub-ledgers. This saves a lot of time for the Finance Department, in terms of reconciling unexpected variances during month-end closing.

The functionality in the General Ledger module enables you to:

- Create an unlimited number of legal entities in the same database. Each legal entity can have a different currency if needed.
- Create and structure the Chart of Accounts and the twelve dimensions (see Reporting and Dashboards for commentary on Maconomy dimensions).
- Set up different fiscal years per legal entity.
- Post manual entries through a general journal, post on all twelve dimensions, and make postings across the Accounts Receivable and Accounts Payable modules.
- Copy and automatically reverse general journals.
- Use templates for general journals.
- Reallocate entries in batches.
- Perform finance reconciliations on selected accounts.
- Set up G/L allocation combinations (to restrict the postings on accounts).
- Set up company allocation combinations (to restrict the postings on different companies if multiple legal companies exist).
- Handle tax setup using tax tables for each legal entity.
- Handle tax settlements per legal entity.
- Create year-end closing per legal entity; you can run this several times for a fiscal year.
- Set up intercompany invoicing by invoicing the intercompany balance between legal entities to enable creation and printing of physical invoices. You can decide whether these invoices should include taxes. In addition, the system can calculate interest on each intercompany balance, allowing invoicing of interest amounts as well.
- Look up information at the account ledger, dimension ledger, or even G/L entry level.
- Drill down into the originating transaction from the G/L; for instance, the ability to print a client invoice and/or view a time sheet registration.

The General Ledger menu in the CPA solution is organized by Transactions, Lookups, and Setup workspaces. This makes it very easy to navigate to the correct workspace and complete your work.

GL Transactions

In the CPA solution, the GL Transactions workspace enables you to create basic journal entries, book accruals/reversing entries, templates, and more. The following example shows the simple journal entry view:

The screenshot displays the 'GL Transactions' workspace in the Deltek Maconomy - Administrator application. The interface includes a menu bar (File, Edit, Window, Help) and a toolbar with various transaction types: General Journal, Posting, Reconciliation, Reallocation, Intercompany Invoicing, Currency Revaluation, Tax, and Year End Closing. The 'General Journal' tab is active, showing a list of journals with 'Journal No. 1010058' selected. The 'Journal Detail' sub-tab is open, displaying the following information:

- Journal:** 1010058
- Company:** CPA Operating One LLP
- Created:** 9/10/2013 by Administrator
- Submitted:** 9/10/2013
- Period:** 9/1/2013 - 9/30/2013
- Fiscal Year:** 6/1/2013
- Balance:** 0.00 USD
- Batch Total:**
 - Control: 4,200.00
 - Current: 4,500.00
 - Balance: -300.00

Below this information is the 'Entries' table, which lists the following entries:

Entry Date	Description	Account No.	Account Name	Debit	Credit	Engagement Department	Executing Department
9/10/2013	Insurance Expense	63000	Insurance - General	2,250.00	0.00	1000	
9/10/2013	Insurance Expense	21000	Accrued Expenses	0.00	2,250.00		

While completing a journal entry in the solution, you can allocate the debit/credit to a Maconomy dimension (that is, a region, department, industry, service type, and so on) for full P&L reporting.

GL Lookups

The GL Lookups filter enables you to investigate a particular account or dimension or view individual general entries and/or journal postings.

The screenshot displays the 'GL Lookups' workspace in the Deltek Maconomy - Administrator application. The 'Accounts' tab is active, showing a list of accounts. The 'List of Accounts' sub-tab is open, displaying the following information:

- Show:** P&L Accounts, Balance Sheet Accounts, Control Accounts, Manual Accounts, All Accounts
- Now showing 1 - 7 of 7 results**

Account No.	Name	Group	Type	P&L/Balance Sheet	Currency	Tax Code 1	Item Tax Code	Allocation Code	Reconcilia...	Bank Reconcilia...	Blocked	Engagement Department	Executing Department	Service Type	Client Manager (History)	Industry
13000	WIP	Work in Process	Control	Balance Sheet	USD											
13010	WIP Intercompany	Work in Process	Control	Balance Sheet	USD											
13020	WIP Contract Deviation	Work in Process	Control	Balance Sheet	USD											
13030	WIP Contract Deviation - Offset	Work in Process	Control	Balance Sheet	USD											
13040	WIP Write-Up/Down	Work in Process	Control	Balance Sheet	USD											
13050	WIP Manual Adjustments	Work in Process	Control	Balance Sheet	USD											
13060	WIP Adjustments (Control)	Work in Process	Control	Balance Sheet	USD											

When drilling into these various lookups, you can navigate throughout the GL and view complete transaction details from various perspectives/views. You can view everything from the account ledger on a periodic basis, the individual entry, the journal that the entry was included in, the full transaction, and the origin of the entry—for example, a WIP entry that originates from a client bill or a time/expense registration, and thus you can view the bill—and so on, directly from the General Ledger. Therefore it is very easy and efficient to identify where a transaction originated from, and the detailed entry about the debits/credits that are associated with the transaction in question. This creates efficiencies in completing

Back-Office Modules and Key Features

account variance analysis, reconciling entries, troubleshooting balances, and performing other month-end investigations.

The following example shows the choice of the WIP account from the Account Ledger filter. From here, you can further narrow your selection based on the from/to entry date range and each of the definable dimensions. The window immediately displays a summary of the transactions that meet these criteria, as well as a host of information for each transaction in the table portion of the window.

The screenshot shows the 'Account Ledger' window in Deltek Maconomy. The 'Entry Selection' section shows 'Account No. 13000' and 'Company No. 100'. The 'Period' is set to 'Month/Yr. 9 / 2013' and 'Date 9/1/2013 - 9/30/2013'. The 'Currency' is 'USD' and the 'Exchange Rate Date' is '9/12/2013'. The 'Period Balances' section shows a summary of opening and closing balances for various accounts. The main table lists transactions with columns for Entry Date, Trans. No., Trans. Type, Description, Debit, Credit, Base, Balance, Rep., Debit, Credit, Balance, Account, Debit, Credit, Balance, Enterprise, and Amount, Original.

Entry Date	Trans. No.	Trans. Type	Description	Debit, Base	Credit, Base	Base, Currency	Balance, Rep. Currency	Debit, Account	Credit, Account	Balance, Account	Debit, Enterprise	Credit, Enterprise	Balance, Enterprise	Amount, Original
35 9/5/2013	10400054	Invoice	Client Invoice	0.00	3,000.00	USD	-157,518.00	0.00	3,000.00	-157,518.00	0.00	3,000.00	-157,518.00	-3,000.00
36 9/5/2013	10400054	Invoice	Client Invoice	0.00	5,200.00	USD	-162,718.00	0.00	5,200.00	-162,718.00	0.00	5,200.00	-162,718.00	-5,200.00
37 9/5/2013	10400054	Invoice	Client Invoice	0.00	6,000.00	USD	-168,718.00	0.00	6,000.00	-168,718.00	0.00	6,000.00	-168,718.00	-6,000.00
38 9/5/2013	10400054	Invoice	Client Invoice	0.00	18,500.00	USD	-187,218.00	0.00	18,500.00	-187,218.00	0.00	18,500.00	-187,218.00	-18,500.00
39 9/5/2013	10400054	Invoice	Client Invoice	0.00	69,875.00	USD	-257,093.00	0.00	69,875.00	-257,093.00	0.00	69,875.00	-257,093.00	-69,875.00
40 9/5/2013	10400054	Invoice	Client Invoice	0.00	37,000.00	USD	-294,093.00	0.00	37,000.00	-294,093.00	0.00	37,000.00	-294,093.00	-37,000.00
41 9/6/2013	100000086	Time	KV Description enter...	2,600.00	0.00	USD	-291,493.00	2,600.00	0.00	-291,493.00	2,600.00	0.00	-291,493.00	2,600.00
42 9/7/2013	10400055	Invoice	Client Invoice	0.00	16,950.00	USD	-308,443.00	0.00	16,950.00	-308,443.00	0.00	16,950.00	-308,443.00	-16,950.00
43 9/7/2013	10400055	Invoice	Client Invoice	0.00	13,050.00	USD	-321,493.00	0.00	13,050.00	-321,493.00	0.00	13,050.00	-321,493.00	-13,050.00
44 9/12/2013	100000088	Time	Planning Work	1,300.00	0.00	USD	-320,193.00	1,300.00	0.00	-320,193.00	1,300.00	0.00	-320,193.00	1,300.00
45 9/12/2013	100000088	Time	Fieldwork and such	1,950.00	0.00	USD	-318,243.00	1,950.00	0.00	-318,243.00	1,950.00	0.00	-318,243.00	1,950.00

If you select one of these transactions, you can open the Entry, Transaction, Journal, and Origin view. In this view, you can see the full details of the transaction.

From the first tab, Entry, you can see information that is associated with the individual transaction, including entry dates, descriptions, dimensions, and modular dimensions.

The screenshot shows the 'Entry' view for transaction 1010064. The 'Entry Information' section shows 'Entry Date 9/12/2013', 'Entry Description Fieldwork and such', 'Transaction 100000088 (Time)', 'Journal 1010064 (Time Sheet)', 'Journal Line No. 2', 'Open/Closed Open', 'Reference Date 9/12/2013', 'Posted 9/12/2013 2:41:45 AM', 'Prior-Period -', 'Quantity 0.00', 'Quantity 2 0.00', 'Aut. Entry Yes'. The 'Amounts' section shows a table with Debit, Credit, and Currency columns. The 'Dimensions' section shows a list of dimensions and their values. The 'Module Dimensions' section shows a list of module dimensions and their values. The 'Tax' section shows a list of tax information. The 'Intercompany Posting' section shows a list of intercompany posting information.

Amounts	Debit	Credit	Currency
Base	1,950.00	0.00	USD
Account	1,950.00	0.00	USD
Enterprise	1,950.00	0.00	USD
Original	1,950.00	0.00	USD

Back-Office Modules and Key Features

Navigating to the third tab, Journal, you can also reprint the posting journal for the transaction.

Type	Time Sheet	Posting Journal									
Journal No.	1010064	Company No.	100	Created By	Administrator	Date	9/12/2013				
Main Journal No.	1010064	Company Name	CPA Operating One LLP	Date	9/12/2013	Period	9/1/2013				
				Posted By	Administrator	Prior-Period					
				Date	9/12/2013	Currency	USD				

General Ledger											
Trans.No.	Date	Posting Text	Account Text	Account No.	Debit	Credit	Tax	Engage. Dept.	Empl. Dept.	Service Type	Client Industry Mgr
100000088	9/12/2013	Planning Work	WIP	13000	1,300.00		0.00	1000	1000	11	1001
100000088	9/12/2013	Planning Work	Revenue - Unbilled	40000		1,300.00	0.00	1000	1000	11	1001
100000088	9/12/2013	Planning Work	Cost of Hours - Unbilled	50000	325.00		0.00	1000	1000	11	1001
100000088	9/12/2013	Planning Work	Labor Offset	61030		325.00	0.00	1000	1000	11	1001
100000088	9/12/2013	Fieldwork and such	WIP	13000	1,950.00		0.00	1000	1000	11	1001
100000088	9/12/2013	Fieldwork and such	Revenue - Unbilled	40000		1,950.00	0.00	1000	1000	11	1001
100000088	9/12/2013	Fieldwork and such	Cost of Hours - Unbilled	50000	487.50		0.00	1000	1000	11	1001
100000088	9/12/2013	Fieldwork and such	Labor Offset	61030		487.50	0.00	1000	1000	11	1001
					Debit	Credit	Tax				
Total, General Ledger					4,062.50	4,062.50	0.00				

Including the sub-ledger financial impact.

Type	Time Sheet	Posting Journal									
Journal No.	1010064	Company No.	100	Created By	Administrator	Date	9/12/2013				
Main Journal No.	1010064	Company Name	CPA Operating One LLP	Date	9/12/2013	Period	9/1/2013				
				Posted By	Administrator	Prior-Period					
				Date	9/12/2013	Currency	USD				

Service Type											
Trans.No.	Date	Posting Text	Engagement No.	Act. No.	Quan.	Cost	Billing Price	Task	Empl. Dept.	Engage. Dept.	Service Type
100000088	9/12/2013	Planning Work	10021	100	4.00	325.00	1,300.00	100	1001	1000	1000
100000088	9/12/2013	Fieldwork and such	10021	100	6.00	487.50	1,950.00	102	1001	1000	1000
Total, Engagement						812.50	3,250.00				

GL Setup

The G/L Setup workspace is designed to provide a single point of entry to complete all of the daily or weekly GL setup-related activities. The other GL setup-related activities, more likely to be completed on a monthly, quarterly, or annual basis, are located in the Set-Up menu. The solution provides a number of setup options for the GL, and Maconomy windows to support each of those. The solution is preconfigured to operate for a CPA firm out-of-the-box, and you can change this configuration as needed.

Accounts Receivable

The CPA Solution has a fully integrated Accounts Receivable (A/R) module. For instance, when you complete a client bill, the AR module immediately displays the invoice and makes it available for reconciliation when you eventually collect cash from the client.

In the A/R module the Finance Department can handle the following processes:

- Set up template clients to be used when creating clients in the solution.
- Use client hierarchies to establish client relationships for reporting purposes, supported with up to five levels of hierarchy.
- Use linking rules to set up hierarchies between clients (for example, linking clients that are part of the same group and, therefore, may have identical payment terms).
- Share the same client number and still manage client data by legal company, if you run a multi-company setup (with multiple legal companies in the Maconomy database).
- Enter client payments, using two different methods.
- Reconcile client payments with invoices (you can also reconcile credit memos with invoices).

- Look up client journals and review history.

AR Transactions

The CPA solution offers an AR Transactions workspace that is simple to navigate. It provides an option for entering client payments in a batch process (enter multiple payments at once, and often reconcile them later), or you can enter client payments and reconcile them at the same time within the Client Open Entry Reconciliation tab.

The following shows an example of the Client Payments tab.

The screenshot shows the Deltek Maconomy - Administrator interface. The 'AR Transactions' workspace is active, with the 'Client Payments' tab selected. The interface displays a table of client payments and a summary section.

Entry Date	Client No.	Name	Description	Std. Description	Amount, Currency	Charge, Currency	Reconc. Invoice No.	D/C
9/12/2013	20001	Mid-Atlantic	Customer Payment		1,250.00	0.00 0		Debit
9/12/2013	20004	ACE Ticket	Customer Payment		1,000.00	0.00 0		Debit

Summary Section:

Company	Journal	Batch Total
Company: CPA Operating One LLP 100	Journal No.: 1010065	Control: 2,000.00
	Created by: Administrator	Current: 2,250.00
	Date: 9/12/2013	Balance: -250.00
	Submitted by: -	
	Date: -	
	Post: -	

AR Lookups

The AR Lookups workspace within the CPA solution includes four lookup windows that provide different value based on the type of information that you want to access.

- **List of Client Entries** — This lookup offers options for showing detail in the filter. After you choose options, you can view the complete details of an individual AR transaction, including the reconciliation, entry detail, complete transaction, and journal, as well as the origin (that is, client billing view where the invoice came from).
- **Open Entry Client Statement** — This lookup shows only open AR transactions (that is, those that are not yet reconciled to client payments and/or credit memos).
- **Periodic Client Statement** — This lookup enables you to set a from/to date and view the client debits/credits over the specified period.
- **Show Client Reconciliation** — This lookup allows you to view all historical client reconciliations and even choose to un-reconcile if a mistake was made in AR Transactions.

Back-Office Modules and Key Features

Company No.	Client No.	Name 1	Trans. No.	Transaction Type	Journal No.	Entry Date	Entry Description	Entry Type	Debit, Standard	Credit, Standard	Remainder, Standard	Amount, Original	Remainder, Original
1 100	20000	Acme Cleaning	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	122,060.00 USD	0.00 USD	122,060.00 USD	122,060.00 USD	122,060.00 USD
2 100	20000	Acme Cleaning	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	5,000.00 USD	5,000.00 USD	-5,000.00 USD	5,000.00 USD
3 100	20000	Acme Cleaning	1040000	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,250.00 USD	0.00 USD	3,250.00 USD	3,250.00 USD	3,250.00 USD
4 100	20000	Acme Cleaning	1040002	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,900.00 USD	0.00 USD	3,900.00 USD	3,900.00 USD	3,900.00 USD
5 100	20000	Acme Cleaning	10400019	Invoice	1010024	5/31/2012	Client Invoice	Invoice	35,055.00 USD	0.00 USD	35,055.00 USD	35,055.00 USD	35,055.00 USD
6 100	20000	Acme Cleaning	10400021	Invoice	1010024	5/31/2012	Client Invoice	Invoice	4,950.00 USD	0.00 USD	4,950.00 USD	4,950.00 USD	4,950.00 USD
7 100	20000	Acme Cleaning	10400032	Invoice	1010024	6/30/2012	Client Invoice	Invoice	5,656.00 USD	0.00 USD	5,656.00 USD	5,656.00 USD	5,656.00 USD
8 100	20000	Acme Cleaning	10400041	Invoice	1010024	7/31/2012	Client Invoice	Invoice	27,355.00 USD	0.00 USD	27,355.00 USD	27,355.00 USD	27,355.00 USD
9 100	20000	Acme Cleaning	10400043	Invoice	1010024	7/31/2012	Client Invoice	Invoice	3,525.00 USD	0.00 USD	3,525.00 USD	3,525.00 USD	3,525.00 USD
10 100	20001	Mid-Atlantic	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	158,980.00 USD	0.00 USD	158,980.00 USD	158,980.00 USD	158,980.00 USD
11 100	20001	Mid-Atlantic	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	8,000.00 USD	8,000.00 USD	-8,000.00 USD	8,000.00 USD
12 100	20001	Mid-Atlantic	10400001	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,575.00 USD	0.00 USD	3,575.00 USD	3,575.00 USD	3,575.00 USD
13 100	20001	Mid-Atlantic	10400020	Invoice	1010024	5/31/2012	Client Invoice	Invoice	5,342.00 USD	0.00 USD	5,342.00 USD	5,342.00 USD	5,342.00 USD
14 100	20001	Mid-Atlantic	10400033	Invoice	1010024	6/30/2012	Client Invoice	Invoice	1,884.00 USD	0.00 USD	1,884.00 USD	1,884.00 USD	1,884.00 USD
15 100	20001	Mid-Atlantic	10400042	Invoice	1010024	7/31/2012	Client Invoice	Invoice	4,242.00 USD	0.00 USD	4,242.00 USD	4,242.00 USD	4,242.00 USD
16 100	20002	Aaron Bradley	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	162,000.00 USD	0.00 USD	162,000.00 USD	162,000.00 USD	162,000.00 USD
17 100	20002	Aaron Bradley	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	3,000.00 USD	3,000.00 USD	-3,000.00 USD	3,000.00 USD
18 100	20002	Aaron Bradley	10400003	Invoice	1010024	1/31/2012	Client Invoice	Invoice	3,250.00 USD	0.00 USD	3,250.00 USD	3,250.00 USD	3,250.00 USD
19 100	20002	Aaron Bradley	10400022	Invoice	1010024	5/31/2012	Client Invoice	Invoice	21,763.00 USD	0.00 USD	21,763.00 USD	21,763.00 USD	21,763.00 USD
20 100	20002	Aaron Bradley	10400034	Invoice	1010024	6/30/2012	Client Invoice	Invoice	2,355.00 USD	0.00 USD	2,355.00 USD	2,355.00 USD	2,355.00 USD
21 100	20002	Aaron Bradley	10400044	Invoice	1010024	7/31/2012	Client Invoice	Invoice	21,763.00 USD	0.00 USD	21,763.00 USD	21,763.00 USD	21,763.00 USD
22 100	20002	Aaron Bradley	10400055	Invoice	1010056	9/7/2013	Client Invoice	Invoice	30,000.00 USD	0.00 USD	30,000.00 USD	30,000.00 USD	30,000.00 USD
23 100	20003	Davis Co.	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	6,160.00 USD	0.00 USD	6,160.00 USD	6,160.00 USD	6,160.00 USD
24 100	20003	Davis Co.	3	General	1010020	6/1/2012	Unapplied	Credit General Journal	0.00 USD	1,000.00 USD	1,000.00 USD	-1,000.00 USD	1,000.00 USD
25 100	20004	ACE Ticket	1	General	1010019	4/1/2012	Opening Balance	Debit General Journal	288,960.00 USD	0.00 USD	288,960.00 USD	288,960.00 USD	288,960.00 USD

AR Setup

The A/R Setup workspace is designed to provide a single point of entry to complete all of the daily or weekly A/R setup-related activities. The other AR setup-related activities, more likely to be completed on a monthly, quarterly, or annual basis, are located in the Set-Up menu. The solution provides a number of setup options from within AR, and Maconomy windows to support each of them. The solution is preconfigured to operate for a CPA firm out-of-the-box, and you can change this configuration as needed.

Credit Control

The CPA Solution includes functionality that supports the process for pursuing accurate and timely payments from your customers. The cash collections process starts with a dedicated workspace, called Credit Control. This workspace lists all of your customers and can be filtered to show customers based on a number of criteria, including those with disputed invoices. The filter, shown in the following figure, can be used as a launch point to enter a particular client to see all of the details that are related to the open AR and open/unreconciled payments that are in the system.

Back-Office Modules and Key Features

Credit Control											
Company Clients											
Show: <input type="radio"/> My Customers (Credit Controller) <input type="radio"/> My Contact Accounts <input checked="" type="radio"/> Customers with Open Transactions <input type="radio"/> Customers with Transactions Under Dispute <input type="radio"/> All											
Now showing 1 - 24 of 24 results << Prev Next >>											
Client No.	Name	Open Amount	No. of Open Inv.	No. of Inv. Under Dispute	Amount Under Dispute	Follow Up Date	Credit Limit, Company Level	Blocked	Client Manager No.	Sales Rep. No.	Email
1 110059	test sub	0.00	1	0	0.00		1,000,000.00				
2 110060	Agape Escape	1,550.00	2	0	0.00		1,000,000.00		1006	1013	michelledizon@deltak.com
3 20000	Acme Cleaning	83,691.00	9	0	0.00	1/1/2019	1,000,000.00		1001	1027	RaymondJames@AcmeCleaning.com
4 20001	Mid-Atlantic	15,043.00	6	0	0.00		1,000,000.00		1001	1027	JamesEsquire@Mid-Atlantic.com
5 20002	Aaron Bradley	49,131.00	6	0	0.00		1,000,000.00		1001	1027	AaronThompson@AaronBradley.com
6 20003	Davis Co.	0.00	2	0	0.00		1,000,000.00		1001	1027	AlfredFletcher@DavisCo.com
7 20004	ACE Ticket	110,248.00	21	0	0.00	4/5/2014	1,000,000.00		1001	1027	DavidPatrick@ACETicket.com
8 20005	ACE Ticket Cambridge	0.00	2	0	0.00		1,000,000.00		1001	1027	HowardMendell@ACETicketCambridge.com
9 20006	ACE Ticket Newton	0.00	2	0	0.00		1,000,000.00		1001	1027	MartinFish@ACETicketNewton.com
10 20007	Roberts Inc.	0.00	2	0	0.00		1,000,000.00		1001	1027	AmandaMichelle@RobertsInc.com
11 20008	Marine Science	109,549.00	15	0	0.00		1,000,000.00		1001	1027	JohnVort@MarineScience.com
12 20009	Marine Aviation	0.00	2	0	0.00		1,000,000.00		2004	1027	BryanRichards@MarineAviation.com
13 20010	Marine Costal	0.00	2	0	0.00		1,000,000.00		2004	1027	KarenConners@MarineCostal.com
14 20011	Thompson Inc.	13,855.00	6	0	0.00		1,000,000.00		1001	1027	ScottCooper@ThompsonInc.com
15 20012	American Group	31,200.00	5	0	0.00		1,000,000.00		1001	1027	LindaThomas@AmericanGroup.com
16 20013	American Fastner	0.00	2	0	0.00		1,000,000.00		1006	1027	ChrisMiller@AmericanFastner.com
17 20014	David Tocci, LLP	0.00	2	0	0.00		1,000,000.00		1006	1027	RichardGibson@DavidTocciLLP.com
18 20015	Arch	0.00	2	0	0.00		1,000,000.00		1006	1027	NicholasCash@Arch.com
19 20015	Arch	94,060.00	4	0	0.00		1,000,000.00		1006	1027	NicholasCash@Arch.com
20 20016	Anderson Inc.	13,350.00	5	0	0.00		1,000,000.00		1006	1027	RobertParker@AndersonInc.com
21 20017	Legal Services	4,750.00	5	0	0.00		1,000,000.00		1006	1027	DavidPotter@LegalServices.com
22 20018	Ackers	0.00	2	0	0.00		1,000,000.00		2004	1027	JohnNewton@Ackers.com
23 20019	Atlantic Inc	0.00	2	0	0.00		1,000,000.00		2004	1027	RonaldFender@AtlanticInc.com
24 20020	Winthrop Davis	0.00	2	0	0.00		1,000,000.00		2004	1027	MargaretTaylor@WinthropDavis.com

When choosing a client from the preceding window, you are dropped into the Cash Collection tab, where you can immediately see the open invoices and unreconciled payments (shown in green). This view also offers traffic lighting for the Number of Days Overdue, where information may be shown in RED, YELLOW, or GREEN, depending on how overdue the invoice is based on the invoice due date. In addition, you can e-mail the Client Statement and any chosen invoices from this window. The e-mail action automatically opens your mailbox, creates a message, and places the client's e-mail address from Maconomy in the e-mail "TO" field; it then attaches a PDF copy of the Client Statement and each invoice that is selected for e-mail in the table. This is a great feature for further encouraging your customers to pay in a timely manner.

Credit Control											
Show: Customer No: 20004, ACE Ticket, Contact Comp No 20004, (Company No. 100)											
Cash Collection											
Client Information											
Cash Collection Customer Entries Lookup Invoices Payments Select All Select None Events Analyzer Email Client Statement											
Create Collection Event Flow	Inv.No./Trans.	Date Posted	Description	Debit, Standard	Credit, Standard	Remainder, Standard	Due Date	Days Overdue...	Selected For Email	Assigned Contact Person	Assigned Contact Person Name
1	10400005	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	3/1/2014	58	<input type="checkbox"/>		
2	10400006	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	4/15/2014	14	<input type="checkbox"/>		
3	10400007	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/22/2014	7	<input type="checkbox"/>		
4	10400008	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	5/1/2014	-	<input type="checkbox"/>		
5	10400009	3/26/2014	Client Invoice	2,250.00	0.00	2,250.00	5/1/2014	-	<input type="checkbox"/>		
6	10400010	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	3/1/2014	58	<input type="checkbox"/>		
7	10400011	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	2/20/2014	67	<input type="checkbox"/>		
8	10400016	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/26/2014	3	<input type="checkbox"/>		
9	10400018	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	5/1/2014	-	<input type="checkbox"/>		
10	3	3/26/2014	Unapplied	0.00	10,000.00	10,000.00	6/30/2014	-	<input type="checkbox"/>		
11	10400024	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	6/30/2014	-	<input type="checkbox"/>		
12	10400025	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	6/30/2014	-	<input type="checkbox"/>		
13	10400026	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	5/1/2014	-	<input type="checkbox"/>		
14	10400027	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	5/1/2014	-	<input type="checkbox"/>		
15	10400036	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	7/30/2014	-	<input type="checkbox"/>		
16	10400037	3/26/2014	Client Invoice	2,669.00	0.00	2,669.00	5/1/2014	-	<input type="checkbox"/>		
17	10400046	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	8/30/2014	-	<input type="checkbox"/>		
18	10400047	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	5/1/2014	-	<input type="checkbox"/>		
19	10400048	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	8/30/2014	-	<input type="checkbox"/>		
20	10400049	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	8/30/2014	-	<input type="checkbox"/>		
21	1	3/26/2014	Opening Balance	288,960.00	0.00	288,960.00	4/27/2014	2	<input type="checkbox"/>		

Back-Office Modules and Key Features

Recording the cash collection activity against any particular invoice is as simple as clicking on the icon to Create Collection Event Flow. When you do this, the bottom portion of the window displays a Cash Collection History tab, as shown in the following figure.

The screenshot shows the Deltak software interface. The top window is titled 'Credit Control' and displays a list of invoices with columns for Invoice No./Trans., Date Posted, Description, Debit, Standard, Credit, Standard, Remainder, Standard, Due Date, Days Overdue, Selected For Email, Assigned Contact Person, Assigned Contact Person Name, Credit Control Status, Level, Remarks, Block Type, and Client Manager. The bottom window is titled 'Cash Collection History' and displays a list of events with columns for Description, Result, Employee Name, Notes, Planned Starting Date, Closed, and Date Closed.

Invoice No./Trans.	Date Posted	Description	Debit, Standard	Credit, Standard	Remainder, Standard	Due Date	Days Overdue	Selected For Email	Assigned Contact Person	Assigned Contact Person Name	Credit Control Status	Level	Remarks	Block Type	Client Manager
10400011	3/26/2014	Client Invoice	3,900.00	0.00	3,900.00	2/20/2014	67					0			Isabel Wong
10400016	3/26/2014	Client Invoice	3,575.00	0.00	3,575.00	4/26/2014	3					0			Isabel Wong
10400018	3/26/2014	Client Invoice	3,250.00	0.00	3,250.00	5/1/2014	-					0			Isabel Wong
3	3/26/2014	Unapplied	0.00	10,000.00	10,000.00	6/30/2014	-					0			
10400024	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	6/30/2014	-					0			Isabel Wong
10400025	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	6/30/2014	-					0			Isabel Wong
10400026	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	5/1/2014	-					0			Isabel Wong
10400027	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	5/1/2014	-					0			Isabel Wong
10400036	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	7/30/2014	-					0			Isabel Wong
10400037	3/26/2014	Client Invoice	2,669.00	0.00	2,669.00	5/1/2014	-					0			Isabel Wong
10400046	3/26/2014	Client Invoice	1,650.00	0.00	1,650.00	8/30/2014	-					0			Isabel Wong
10400047	3/26/2014	Client Invoice	1,884.00	0.00	1,884.00	5/1/2014	-					0			Isabel Wong
10400048	3/26/2014	Client Invoice	2,512.00	0.00	2,512.00	8/30/2014	-					0			Isabel Wong
10400049	3/26/2014	Client Invoice	30,400.00	0.00	30,400.00	8/30/2014	-					0			Isabel Wong
1	3/26/2014	Opening Balance	288,960.00	0.00	288,960.00	4/27/2014	2					0			

Description	Result	Employee Name	Notes	Planned Starting Date	Closed	Date Closed
Follow up call				4/5/2014		
Send Invoice Copy	Email	1001 Sean Williams	Emailled invoice detail (attached)	4/1/2014		4/4/2014
Call Back	Invoice Copy Requested	1004 Fay Miller	Sent invoice copy today	4/2/2014		3/31/2014
First Call	Call Back	1001 Sean Williams	Tried to call at 9AM EST	4/1/2014		3/31/2014

In the Cash Collection tab, shown in the preceding figure, you can walk through the collections process that has been identified and specified at the company level. This is known as an event flow (that is, what comes first, second, next, last), and is dependent on the information provided in each step. The key information that is stored here includes the Step, Result, Employee, any Notes, Planned Starting Date, and whether the individual event has actually been completed or closed.

In addition, the cash collections workflow, traffic-light target for overdue number of days, and the credit limit notification percentage can all be set at the company level within the system. This information can be found in the Credit Control Setup workspace.

Accounts Payable

The CPA solution has a fully integrated Accounts Payable (A/P) module. The module is preconfigured, but you can make relevant changes to this configuration during the implementation to set up correct payment terms, vendor groups, currencies, and so on.

In the A/P module the Finance Department can handle the following processes:

- Set up template vendors to be used when creating vendors.
- Handle requisitions and purchase orders.
- Set up approval hierarchies for vendor invoices, to comply with company purchase policies.
- Register and post vendor invoices, including preregistered invoices (if you do not know who is responsible for the purchase, but posted the vendor invoice anyway).
- Reallocate vendor invoices.
- Reconcile vendor invoices against manual payments.
- Look up vendor entries.

AP Transactions

The CPA solution supports both a one-step and a two-step vendor invoice process. In the Vendor Invoices window, you can enter vendor invoices in batch, later allocating those invoices to their appropriate GL account or Engagement. In the interim, before the allocation takes place, you can post the

Back-Office Modules and Key Features

vendor invoice to a suspense account automatically. When the invoice is allocated, the system automatically reverses the suspense and debits the appropriate expense account that you chose.

Deltek Maconomy - Administrator

AP Transactions

Vendor Invoices

Vendor Invoice Journal

Journal No. 1010046

Company: CPA Operating One LLP, 100

Currency: USD

Journal No. 1010046, Period No. 12, Period Start 5/1/2012, Period End 5/31/2012

Batch Total: Control 20,000.00, Current 21,400.00, Balance -1,400.00

Entry Date	Invoice Date	Invoice No.	Vendor No.	Name	Description	Amount Incl. Tax, Currency
5/17/2012	5/10/2012	100	1000	Acme	Supplies	2,000.00
5/27/2012	5/20/2012	102	1001	ADP, Inc	Payroll April	2,500.00
5/25/2012	5/22/2012	104	1002	Everything Office Environme...	Office supplies	1,500.00
5/25/2012	5/22/2012	106	1003	ALCPA Member Service	Dues	900.00
5/25/2012	5/22/2012	108	1004	David Murphy	Monthly Services	800.00
5/17/2012	5/10/2012	110	1005	AFLAC	Monthly healthcare	2,000.00
5/27/2012	5/20/2012	112	1006	American Express Co.	American Express Co.	2,500.00
5/25/2012	5/22/2012	114	1007	Express Catering	Catering	1,500.00
5/25/2012	5/22/2012	116	1008	David Wong	Monthly Services	900.00
5/25/2012	5/22/2012	118	1009	Deltek	Deltek	800.00
5/17/2012	5/10/2012	1103	1010	FedEx	Monthly Charges	2,000.00
5/27/2012	5/20/2012	1109	1011	Kwik Copy	Copy costs	2,500.00
5/25/2012	5/22/2012	1107	1012	Iron Mountain	Document storage	1,500.00

The other option is to enter the vendor invoice and allocate it at the same time; you can do this in the Invoice Allocation window.

Deltek Maconomy - Administrator

AP Transactions

Vendor Invoices

Invoice Allocation

Invoice No. 100, Acme (1000)

Company: CPA Operating One LLP, 100

Vendor: Acme

Invoice: 100, Entry Date 5/17/2012, Invoice Date 5/10/2012, Type Invoice, Allocation Code

Amount Incl. Tax: 2,000.00, Due Date 5/20/2012, Allocation Account

Currency: USD, Attn: Report 1099

Copy Vendor Invoice: Vendor No., Invoice No., Journal No., Journal Line No., Reverse at Copying, Use Original Exchange Rate

Account No.	Account/Activity Name	Engagement No.	Task	Empl. No.	Entry Description	Quantity	Amount Excl. Tax	Engagement Department	Executing Department
60190	Office Supplies				Office Supplies	1.00	2,000.00		1000

AP Lookups

The AP Lookups workspace within the CPA solution includes four lookup windows that provide different value based on the type of information that you want to access.

- **List of Vendor Entries** — This lookup provides options for showing details in the filter; after you choose options, you can view the complete details of an individual AP transaction, including the allocation, entry detail, complete, and journal, as well as the origin (that is, the vendor invoice voucher).
- **Vendor Open Entry Statement** — This lookup shows only open AP transactions (that is, those that are not yet closed).
- **Periodic Vendor Statement** — This lookup enables you to set a from/to date and view the vendor debits/credits over the specified period.
- **Show Vendor Invoices** — This lookup allows you to view all historical vendor invoices and allocations and choose to reopen the allocation if a mistake was made in AP transactions.

Back-Office Modules and Key Features

Company No.	Vendor No.	Name	Trans. No.	Transaction Type	Entry Date	Description	Entry Type	Journal No.	Debit, Standard	Credit, Standard	Amount, Original
1 100	1000	Acme	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	122,060.00 USD	-122,060.00 USD
2 100	1000	Acme	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	5,000.00 USD	0.00 USD	5,000.00 USD
3 100	1001	ADP, Inc.	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	158,980.00 USD	-158,980.00 USD
4 100	1001	ADP, Inc.	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	2,000.00 USD	0.00 USD	2,000.00 USD
5 100	1001	ADP, Inc.	1030065	General	9/7/2013	Domestic Vendor Invoice	Vendor Invoice	1010057	0.00 USD	105.00 USD	-105.00 USD
6 100	1001	ADP, Inc.	1030067	General	9/11/2013	Domestic Vendor Invoice	Vendor Invoice	1010062	0.00 USD	998.00 USD	-998.00 USD
7 100	1002	Everything Office Environme...	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	162,000.00 USD	-162,000.00 USD
8 100	1002	Everything Office Environme...	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	1,000.00 USD	0.00 USD	1,000.00 USD
9 100	1003	AICPA Member Service	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	6,160.00 USD	-6,160.00 USD
10 100	1003	AICPA Member Service	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	300.00 USD	0.00 USD	300.00 USD
11 100	1004	David Murphy	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	288,960.00 USD	-288,960.00 USD
12 100	1004	David Murphy	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	500.00 USD	0.00 USD	500.00 USD
13 100	1005	AFLAC	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	188,580.00 USD	-188,580.00 USD
14 100	1005	AFLAC	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	6,000.00 USD	0.00 USD	6,000.00 USD
15 100	1006	American Express Co.	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	61,400.00 USD	-61,400.00 USD
16 100	1006	American Express Co.	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	700.00 USD	0.00 USD	700.00 USD
17 100	1007	Express Catering	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	76,880.00 USD	-76,880.00 USD
18 100	1007	Express Catering	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	400.00 USD	0.00 USD	400.00 USD
19 100	1008	David Wong	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	9,220.00 USD	-9,220.00 USD
20 100	1008	David Wong	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	800.00 USD	0.00 USD	800.00 USD
21 100	1009	Deltak	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	450,340.00 USD	-450,340.00 USD
22 100	1009	Deltak	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	3,000.00 USD	0.00 USD	3,000.00 USD
23 100	1010	FedEx	6	General	4/1/2012	Opening Balance	Credit General Journal	1010021	0.00 USD	15,360.00 USD	-15,360.00 USD
24 100	1010	FedEx	7	General	4/1/2012	Opening Balance	Credit General Journal	2010021	0.00 USD	17,040.00 USD	-17,040.00 USD
25 100	1010	FedEx	8	General	6/1/2012	Unapplied	Debit General Journal	1010022	2,000.00 USD	0.00 USD	2,000.00 USD

AP Setup

The A/P Setup workspace is designed to provide a single point of entry to complete all of the daily or weekly A/P setup-related activities. The other AP setup-related activities, more likely to be completed on a monthly, quarterly, or annual basis, are located in the Set-Up menu. The solution provides a number of setup options from within AP, and Maconomy windows to support each of those. The solution is preconfigured to operate for a CPA firm out-of-the-box, but you can change this configuration as needed.

Banking

The CPA solution's Banking module is fully integrated into the GL and Maconomy AR/AP sub-ledgers. This module supports generating payments via check, wire, and/or ACH. Each of these methods can be done in batch or for individual transactions.

If you want to use electronic banking, the Banking module supports standard payment formats. Maconomy delivers some payment formats to the largest and most frequently used banks. However, if you use a bank connection for which Maconomy does not have a payment format, you can include additional formats in the scope of your Maconomy implementation. Thus, the capability to transact electronically is well-supported in the solution.

You can set up payment modes to pay your vendors according to their requirements. You can set up payment modes for your customers according to how you want to receive payments.

The Banking module enables you to:

- Make batch payment selections on your vendors, which, after approval, can be generated using any of the three payment methods. After the payment is generated, it is automatically reconciled against the vendor invoice in Maconomy.
- Perform bank reconciliations within the system.
- Receive a file from your bank that contains payments from your customers. This file is loaded into Maconomy, and all payments in the file are reconciled directly against the invoices. You often need to configure this, which is not within the scope of a standard implementation.

Bank Transactions

The CPA solution has a primary workspace for completing all bank transactions. Within this workspace you can create the payment selection in batch (or individually), approve a payment run, generate a payment run, void payments/checks, review journals, and complete miscellaneous lookups.

Bank Reconciliations

The CPA solution includes a Bank Reconciliation window that you can use to complete reconciliations on an unlimited number of cash accounts. This window allows you to enter the bank statement closing balance and reconciliation date. All of the GL transactions that have been posted to the particular cash account are displayed in the table section of the window, and then you can choose to reconcile each of them. Finally, a summary island tells you if there is still a variance between the bank balance and what has been reconciled, and remains unreconciled.

Human Resources

The CPA solution enables you to set up and manage basic employee information. You can also license Maconomy's HR module, which includes additional capabilities for requisitions, positions, courses, compensation, and other critical HR activities.

Back-Office Modules and Key Features

Employees

The Employees workspace provides for the basic setup and capture of critical employee information. See the following example of the Employee filter, which shows the launch page to navigate to an employee's record.

The screenshot shows the 'Employees' workspace in the Deltek Maconomy - Administrator application. The interface includes a menu bar (File, Edit, Window, Help) and a toolbar with buttons for 'Employees', 'Lookup', 'Setup', 'New Employee', and 'Import'. A 'Close Filter List' button is also present. The main area displays a list of employees with columns for Employee No., Name, Position, Date Employed, Executing Department, Supervisor, Proxy No., Mentor No., Phone, Email, Termination Date, and Blocked. The list shows 25 employees, with the first few being Bobby Jones, Sean Williams, Art Rivers, Annie Leonard, and Fay Miller. The status bar at the bottom indicates 'Employee Information, Positions, Skills, Compensation Agreements, Stock Option Agreements'.

Employee No.	Name	Position	Date Employed	Executing Department	Supervisor	Proxy No.	Mentor No.	Phone	Email	Termination Date	Blocked
1	Bobby Jones	Staff	12/1/2011	1000	1004	1003		(651)255-9336	cpacompanyone@Deltek.com		
2	Sean Williams	Partner	12/1/2011	1000	1004	1003		(651)407-5818	cpacompanyone@Deltek.com		
3	Art Rivers	Manager	12/1/2011	2000	1004	1003		(651)255-9319	cpacompanyone@Deltek.com		
4	Annie Leonard	Administrative Support	12/1/2011	7000	1010	1010		(651)407-5808	cpacompanyone@Deltek.com		
5	Fay Miller	Manager	12/1/2011	2000	1010	1003		(651)407-5861	cpacompanyone@Deltek.com		
6	Mark Drexler	Staff	12/1/2011	5000	1010	1003		(651)255-9332	cpacompanyone@Deltek.com		
7	Rob Walker	Partner	12/1/2011	2000	1004	1003		(651)407-5854	cpacompanyone@Deltek.com		
8	Paul Mackey	Staff	12/1/2011	1000	1004	1003		(651)255-9329	cpacompanyone@Deltek.com		
9	Lisa Hood	Staff	12/1/2011	1000	1004	1003		(651)255-9339	cpacompanyone@Deltek.com		
10	Paula Branning	Partner	12/1/2011	3000	1010	1003		(651)407-5878	cpacompanyone@Deltek.com		
11	Mike Burrell	Partner	12/1/2011	3000	1010	1003		(651)255-9313	cpacompanyone@Deltek.com		
12	Ben Bratt	Partner	12/1/2011	4000	1010	1003		(651)407-5821	cpacompanyone@Deltek.com		
13	Alisha Dixon	Partner	12/1/2011	5000	1010	1003		(651)255-9342	cpacompanyone@Deltek.com		
14	Martin White	Staff	12/1/2011	1000	1010	1003			cpacompanyone@Deltek.com		
15	James Grotto	Partner	12/1/2011	3000	1004	1003			cpacompanyone@Deltek.com		
16	Gert Freeman	Manager	12/1/2011	3000	1004	1003			cpacompanyone@Deltek.com		
17	Karen Stabler	Internal IT	12/1/2011	3000	1004	1003			cpacompanyone@Deltek.com		
18	Laurie Forbes	Manager	12/1/2011	1000	1010	1003			cpacompanyone@Deltek.com		
19	Ben Hunter	Staff	12/1/2011	2000	1010	1003			cpacompanyone@Deltek.com		
20	Henry Van Dyck	Staff	12/1/2011	1000	1004	1003			cpacompanyone@Deltek.com		
21	Kemmy Phillips	Partner	12/1/2011	1000	1004	1003			cpacompanyone@Deltek.com		
22	Louise Harrington	Manager	12/1/2011	1000	1004	1003			cpacompanyone@Deltek.com		
23	Catherine Jameson	Accounts Receivable	12/1/2011	1000	1010	1003			cpacompanyone@Deltek.com		
24	Scarlett Low	Manager	12/1/2011	2000	1010	1003			cpacompanyone@Deltek.com		
25	Jan Rhineman	Staff	12/1/2011	2000	1010	1003			cpacompanyone@Deltek.com		

When entering an employee record, you have access to all of the details within the Employee Information tab. There are hundreds of fields that capture critical information about addresses, roles, groups, pricing, employment dates, and more.

The screenshot shows the 'Employee Information' tab for the employee Sean Williams (1001). The form is divided into several sections: Employee Information, Company, Personnel Requisition, Access Level, Related Employees, Substitutes, Vendor, Document Archive, Contact Person, Subcontractor, Engagement Cost, Time Registration, Extra Fields, and Links. The Employee Information section includes fields for Employee No., Name, Address, United States, Initials, Gender, Date of Birth, Age, Soc. Security No., State, Sales Employee, Client Manager, Position, Profession, Education, Department, Primary Category, Employee Type, and Transfer to People Planner. The Company section includes Company, Base Currency, and Personnel Requisition. The Engagement Cost section includes Cost, Base Salary Rate, Overhead Rate, Intercompany Price, Billing Price, Standard Billing Price, Item No., and Engagement Price Group No. The Time Registration section includes Maximum Hours, Minimum Hours, Deviation Allowed, and Must Use Time Sheets. The Extra Fields section includes Popups 1 through 5. The Links section includes Users for this employee and Vendors workspace.

The solution supports a workflow for employee creation, in addition to the employee's user information and employee-vendor record. You can manage all of this using Maconomy's approval hierarchies.

Reporting and Dashboards

The Deltek Maconomy Public Accounting Solution uses SAP Business Objects for business intelligence reporting. The CPA solution offers a number standard reports that have been developed to support the needs of CPA firms.

Before taking a deeper look at the reporting and dashboard standard offering, it is important to first discuss how Maconomy uses dimensions to automate your reporting needs as everyday transactions are entered into the system.

Dimensions

Dimensions define the basic financial entry model and the company structure in the solution. Dimensions are added to any transaction across modules, because the Maconomy solution is fully integrated. The dimensions therefore help to ensure that the right data is extracted in Maconomy business reports.

The Maconomy solution has twelve dimensions and an additional six entry dimensions: Engagement, Client, Vendor, Employee, Activity, and Task, which you can track in the General Ledger module and in the currently active module (Engagement Cost, A/P, A/R, and so on).

The following dimensions are set up in the CPA solution.

Dimension	Description
Company	The parent company or legal entity (you can set up the solution with multiple companies).
Account	The Chart of Accounts is the primary entry unit in the finance system.
Engagement Department	The department responsible for the engagement.
Employee Department	The department to which an employee belongs.
Service Type	The type of the engagement. The engagement type can be "Financial Audit" or "Corporate Tax," for example.
Industry	The industry within which the client operates. You can assign a specific industry that reflects the line of business to each client, such as Health Care, Manufacturing, and so on.
Unused 1	This dimension is unused; you can use it to track additional key metrics.
Unused 2	This dimension is unused; you can use it to track additional key metrics.
Unused 3	This dimension is unused; you can use it to track additional key metrics.
Unused 4	This dimension is unused; you can use it to track additional key metrics.

Dimension	Description
Unused 5	This dimension is unused; you can use it to track additional key metrics.
Unused 6	This dimension is unused; you can use it to track additional key metrics.

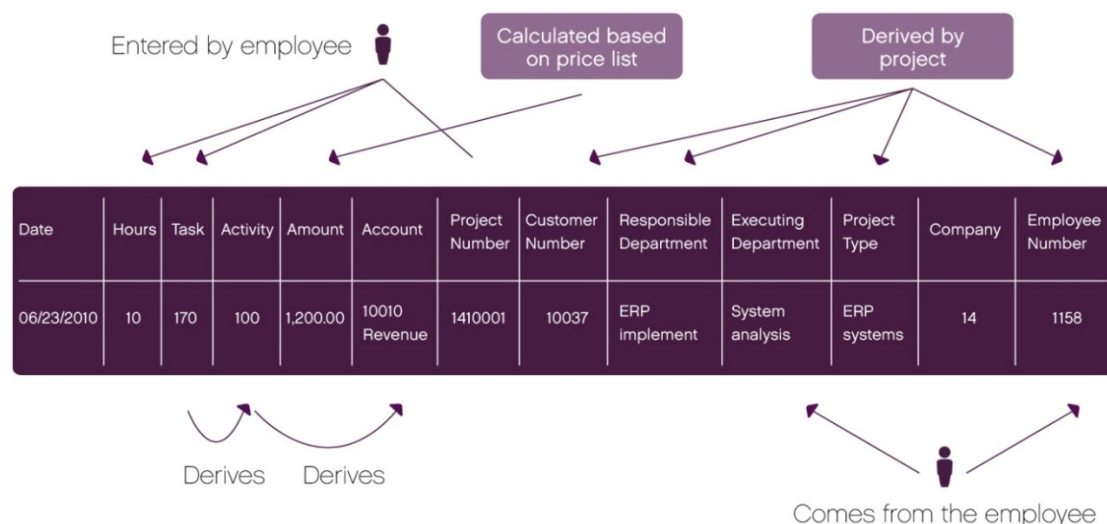
Other Entry Units	Description
Engagement	Any internal or external engagement on which you can enter time and costs.
Client	The client that is invoiced.
Vendor	Any third-party from which external goods or services are purchased.
Employee	An employee in the company.
Task	The lowest entry level in the project cost system.
Activity	The link between the project cost system and the finance system. The activity is derived from the task. For each activity, you set up a set of posting references, deriving account postings in the finance system.

If you define an item as a dimension, you can report on any transaction that is entered to the dimension in question. This means that if costs and revenue are allocated to the dimension, you can obtain a full P/L.

Derived Dimensions (Automated Postings)

To ensure that every transaction is stamped with the right dimension data, the solution includes dimension derivation.

As the following figure shows, when completing a time sheet an employee selects an engagement (the engagement is associated with the services) and a task (to indicate what kind of work has been done) and enters a number of hours.



The solution automatically derives an activity from the task. This contains the set of posting references that indicates where it should be posted in the chart of account and, thereby, in the G/L.

The solution derives the department to which the engagement belongs, as well as the client and the service type, from the engagement that the employee selected, and stamps this on all transactions.

Finally, the employee who enters on the engagement belongs to an employee department and has an employee number, which the solution also stamps on the transaction.

This means that the actual entry is very simple. However, the entry initiates a complex series of entries in the solution, providing great advantages and flexibility for subsequent reporting.

Reports

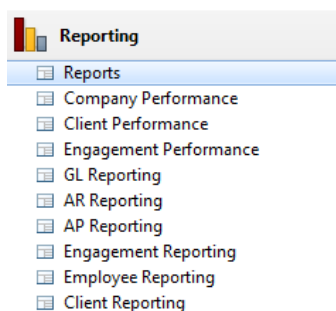
The CPA solution is delivered with a number of standard template reports for engagement management, department management, and finance. This reporting solution is based on Business Objects.

The reports provide the following functionality:

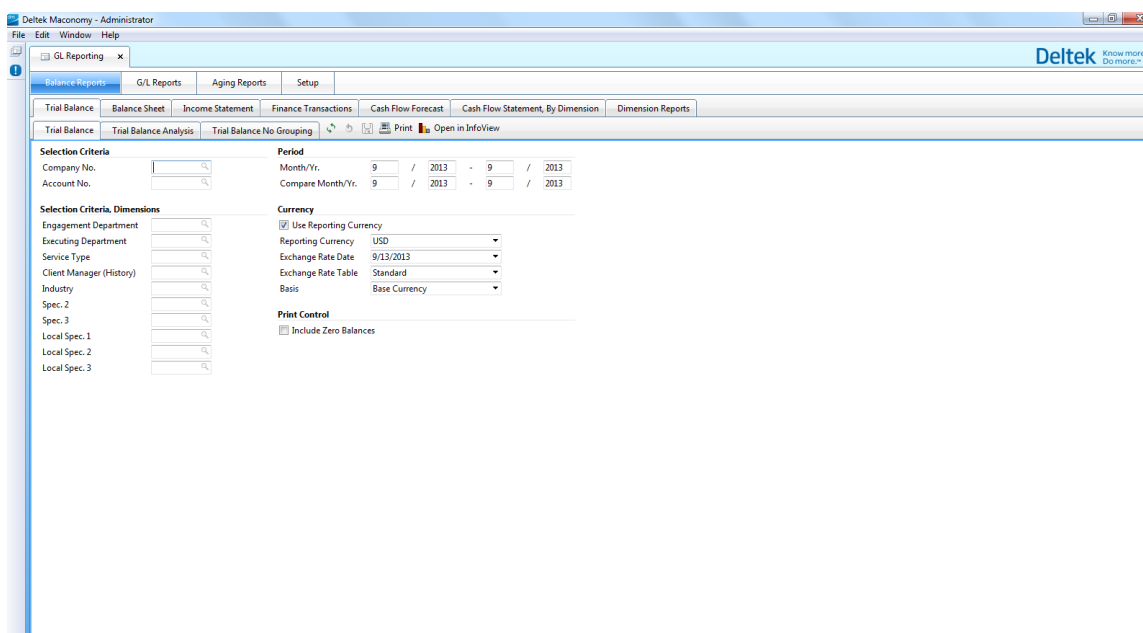
- Drill-down functionality — The reports allow you to drill down from a high level (for example company) to a lower level (for example entry level).
- Print all reports, save them as PDF files, and also export them to Excel.
- All reports are web-based, and you can run them embedded in the Workspace Client, taking advantage of single sign-on or silent sign-in for seamless access.
- All reports run in real time against the database.

There are 75 standard template reports, when taking into consideration the variations within each report (that is, AR Aging, AR Aging by Transaction, and so on). The reports are organized in the Reporting menu within the user interface.

Reporting and Dashboards



Each reporting workspace provides a series of reports that fall into the relevant category. For instance, the GL Reporting workspace looks like the following figure.



As you can see, each tab represents a different report that is related to the General Ledger. You can enter values in the prompts in the window and then select Print, and/or you can decide to open the report in InfoView. InfoView is the Business Objects user interface that provides additional options for working with the report (modify the report, and so on).

For a complete list of reports and descriptions, see the *BPM Reporting* document.

Dashboards

The CPA solution comes with three dashboards out-of-the-box: a Company dashboard, a Client dashboard, and an Engagement dashboard. The dashboards are built using Business Objects WEBI, and in the form of Dashboard Components. These components represent a means to assemble a dashboard on the fly, as you can very easily switch out one quadrant for another or create different views to support different user roles within your organization. There are 27 dashboard components with the CPA solution. Maconomy embeds the three dashboards directly into the user interface, and they appear when a particular user logs in based on his or her role (for example, Client Manager for the Client dashboard).

For a complete list of dashboards and descriptions, see the *Deltek Maconomy BPM Reporting Standard Reports and Universes Guide* document.

Analyzer

The Analyzer is a standard reporting tool that is available in most modules in the solution. With this powerful ad hoc reporting tool, you can define rows and columns by selecting database fields directly in the database. You can view the output of the reports as tables, pie charts, bar charts, or content that is exported to Excel.

You can set selection criteria from report to report. You can save reports for each user, and the reports can be exchanged between users.

Standard Configurations

The CPA solution includes a variety of standard configurations, to optimize the Maconomy product specifically for CPA firms. This configuration is considered best practice; Deltek engages closely with customers to define the best methods for operating a practice and financial management solution for CPA firms.

CPA Solution Configuration Setup

The following list provides examples of configuration points that are provided to your organization as a starting point for implementing the CPA solution. These are just a few examples of a much larger preconfiguration for the CPA solution.

Setup Area	Description
4 of the 10 Definable Dimensions	Several of the Maconomy dimensions are preconfigured, based on CPA firm requirements for reporting. These include Engagement Department, Employee Department, Service Type, and Industry. Maconomy intentionally leaves the other dimensions open and available, because most firms have unique reporting requirements and organizational structures to support.
Chart of Accounts	The COA in the CPA solution has the look and feel of a CPA firm COA. You can also use your own COA.
Template Clients	The solution comes equipped with template clients, so that you can easily create clients when you enter the system for the first time. During implementation, you import your client listing.
Template Vendors	The solution comes equipped with template vendors, so that you can easily create vendors as a starting point. During implementation, you import your vendor listing.
User Roles and Groups	The solution is preconfigured with CPA roles, groups, and a complete access control setup, out-of-the-box. This allows you to manage roles like "Client Manager," "Engagement Manager", and so on.
Employee Categories	The CPA solution has categories (staff levels) set up to support a CPA firm, for example: "Associate," "Senior Associate," "Manager," and so on.
Template Engagements	A template engagement denotes a template for an engagement. The solution automatically derives the task list, budget, engagement parameters, and other elements from the template. In addition, you can set up the WBS (Work Breakdown Structure) of the budget on each template.

Setup Area	Description
Option Lists	Setup is complete to capture key CPA statistical information such as NAICS codes, entity type, and year-end on the client card.
Task Lists	The lists of tasks on which an employee can make entries. There are typically different task lists depending on the project type.
Activities	A task is linked to an activity, and the activity determines the posting references to the finance system and how the postings are performed in the G/L module when creating entries in the Engagement Management module. The solution is set up with the activities that are resident in a CPA firm.
Standard Invoice Texts	The solution comes with standard invoice texts for the types of services that are provided by CPA firms, and you can add to/remove from this list as needed.
Engagement Groups	Engagement groups are set up to handle all key revenue recognition principles, to enable you to manage time and materials, fixed-price, and internal engagements within the solution.
Engagement Parameters	Dozens of engagement parameters have been set to act appropriately to allow for Maconomy to work specifically for a CPA firm.
Price Groups and Price Lists	The price hierarchy has been defined to enable standard billing price (the most common method) to be the primary source for relevant transactions in the solution. The solution is also set up to easily create more specific pricing (by employee and/or employee category) and manage those at the engagement level.
Approval Hierarchies and Approval Hierarchy Rules	The workflows are defined in the solution to allow you to use the best practice flows that are defined by other CPA clients. These flows, particularly for billing and expense reporting, are completed for you; however, you can easily manage your own workflow using the approval hierarchy engine.
Invoice Layouts and Invoice Layout Rules	A number of invoice layouts and rules have been created for you. Clients often create additional layouts to support their clients' unique requirements.

Add-Ons

Maconomy add-ons are additional available modules, and they are fully integrated into the CPA solution. These modules are licensed separately, and when included within the standard solution, they are seamlessly integrated with the standard model and setup.

Deltek People Planner (RM)

Deltek People Planner is available for licensing and use with all three deployment methods of Maconomy solutions: On-Premises, Flex Plus, and DFME. However, Deltek People Planner itself is not a cloud-based solution, and requires hosting. It can be integrated with Maconomy Flex Plus and/or Deltek First Maconomy Essentials.

Improving utilization may well be one of the toughest challenges in any professional services organization. Most firms have a vision for improving utilization, but at the same time they struggle with short-term fire-fighting for solving immediate problems, capacity that does not match the pipeline in the long term; people being moved around, and low utilization for some people, with others always having high utilization.

Perhaps that is the nature of a professional service organization—but you can do things to improve. As a minimum, the first step is to get the information that gives you an overview of the resource situation.

In most firms, the challenge is that they do not have this overview. At the very best, firms have local spreadsheets for small departments, but no corporate overview.

Based on Deltek's experience from implementing resource management in professional services organizations, there are a number of recommendations that can help you to increase the chance of a successful resource management implementation.

Area	What to Do
Get management attention	Set the right foundation for resource planning—it requires discipline, so be clear on processes and goals—and get management attention on this; otherwise, firms tend to do as they used to do.
Apply simple project planning	Make planning very simplified—assign on the project level and by week. The primary goal is to achieve a corporate resource overview—do not focus on project management, but purely on project planning to achieve the corporate resource overview.
Remove Excel spreadsheets and apply a corporate overview	Department managers protect their resources by maintaining their own overviews, which they prefer not to share. Get rid of local spreadsheets, and move to one corporate solution.
First focus on short-term, then on long-term planning	Get a resource overview for the coming 3-4 months to see where there is over-utilization and under-utilization. Later on you should focus on long-term planning and include your pipeline projects in the resource overviews.
Engage people	People are more likely to achieve higher utilization when they are engaged in the planning of the assignments that they are

Area	What to Do
	working on—when all of the preceding goals are achieved—engage people in the planning.

Introduction

People Planner is a solution that combines project planning and resource management. The solution is completely integrated with the Maconomy Project Management solution, which means that dimensions, projects, customers, and so on, are available throughout the Maconomy PSO Solution, resulting in a solution that has little or no data redundancy.

Note: See *Improving Project Management*.



Examples include:

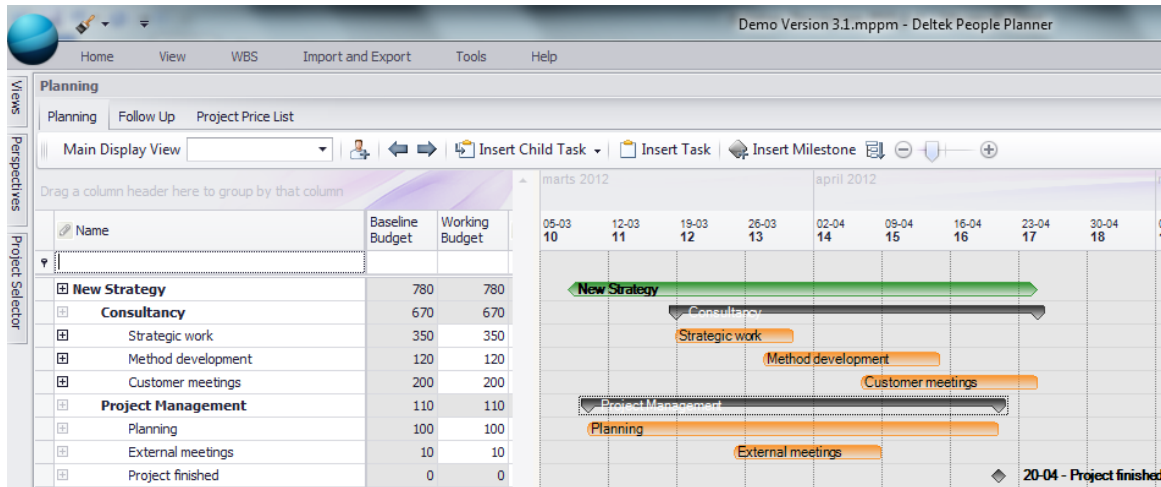
- After you create a project with budget numbers, these are automatically available for planning in People Planner, including the task lists.
- When you assign people to projects in People Planner, the same projects are available in the individual employee's project drop-down menu in the time sheet during the project time period.

You can use People Planner as an add-on to Maconomy or as a standalone solution that integrates with any other solution. A solution description is available for the Deltek People Planner solution.

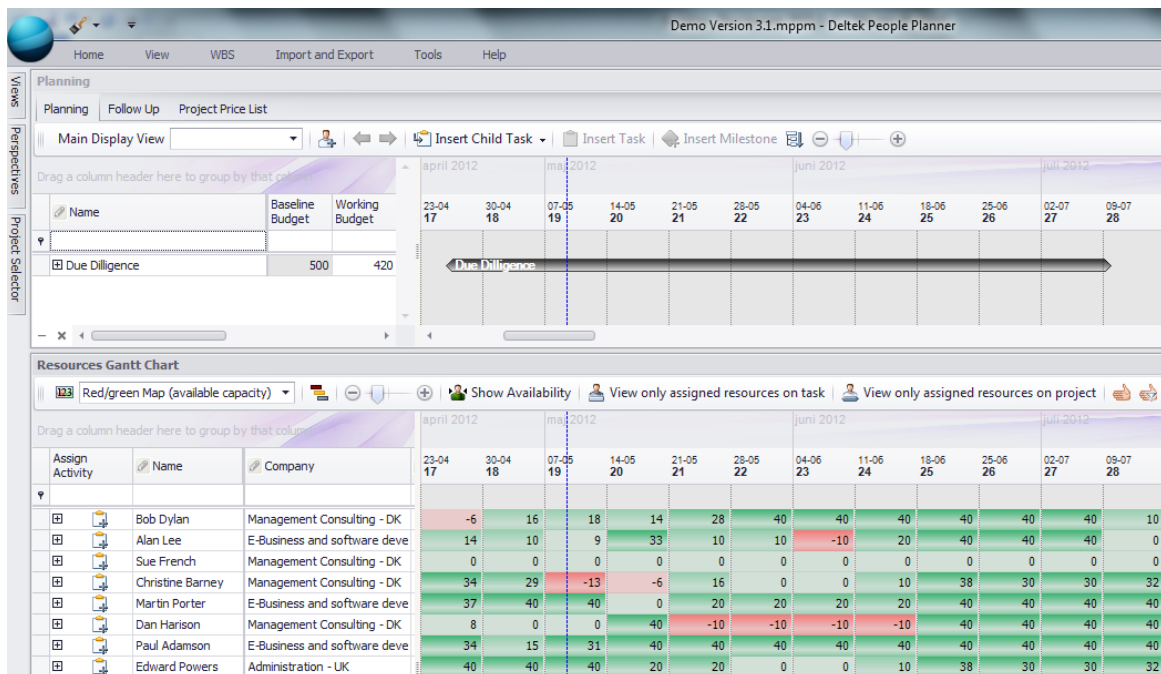
Project Planning and Staffing

People Planner offers project-planning capabilities, enabling you to break down the project (full WBS), or inherit the WBS and budget from Maconomy. In the project planning window, you can set the timeline for the project in a graphical user interface. In the same project planning window, you can enter the budget values for the project or derive the values from the budget.

Add-Ons



Most Deltek clients use a very simple approach to project staffing to ensure that all plans are always fully updated (but the software supports planning on all levels of the WBS). This means that project staffing is performed at the project level. In the following figure, you can see the Project Planning tab in the top of the window. The project plan is synchronized with the Resource Gantt Chart at the bottom, where you can search for available resources while you create the project plan.



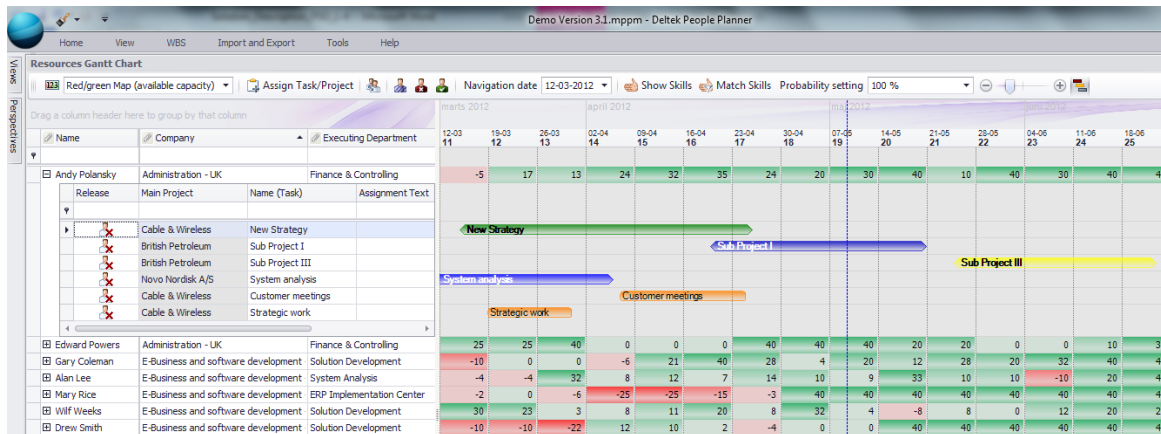
When you plan all project requests in this way it ensures that the complete resource situation is updated and provides resource managers with a full overview so that they can spot available capacity that can be better used.

Resource Management – Short-Term Planning and Optimization

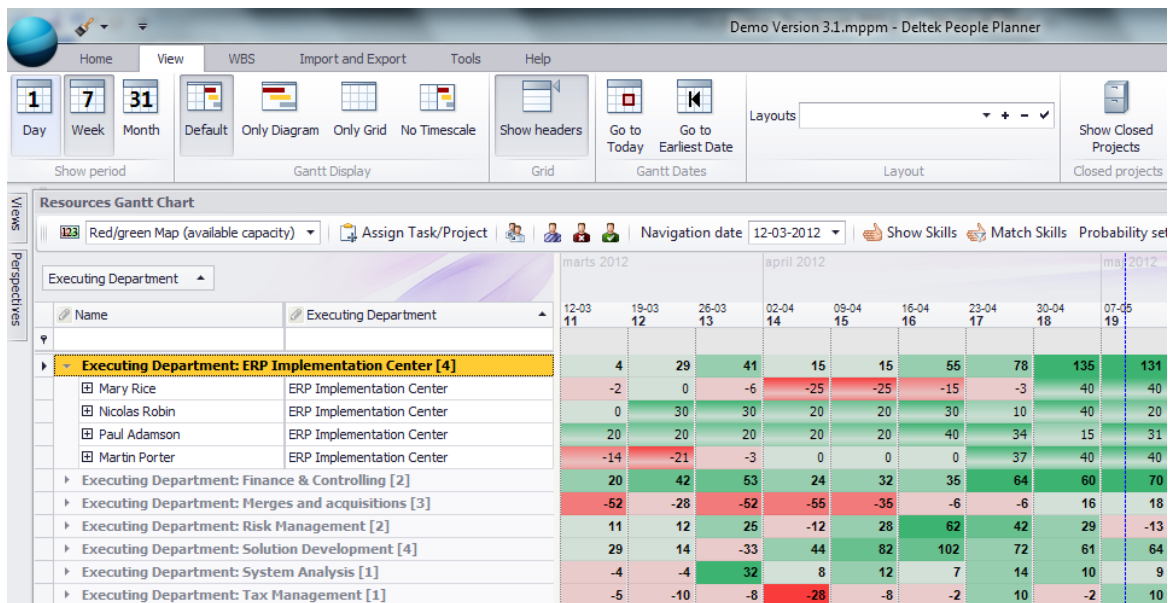
Department managers can view the capacity of their resources in the Resource Gantt Chart. Using a simple drop-down list, you can select exactly how you want to view capacity for your personnel.

Add-Ons

When you expand a resource line, you can see the projects to which an individual employee is assigned. You can move these tasks around graphically, or you can change the view to numbers, and then add the number of hours to the individual project or task.

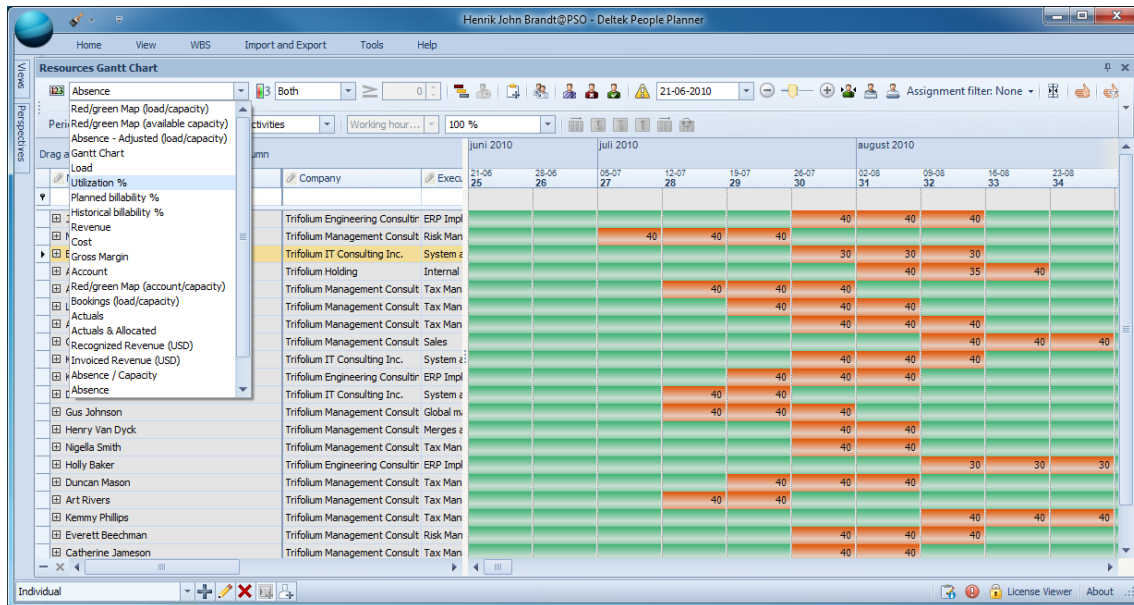


The resource overview is dynamic, which means that you can drag any column in the grid to the free area. This enables you to view the available capacity according to any grouping that you selected. You can also switch the view to plan by day, week, or month (shown in the following figure).



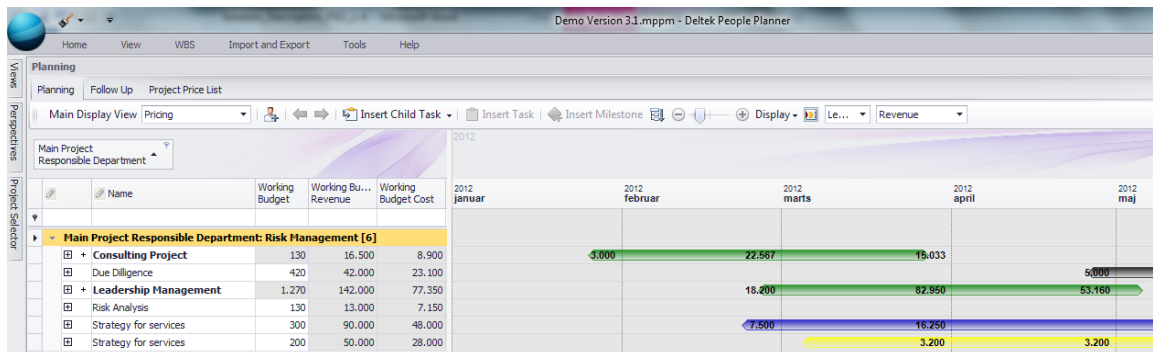
Add-Ons

The solution enables a department manager to view resources in different ways from one workspace. By selecting a view in the drop-down list, you can get resource planning details for employees, for instance an Absence overview as shown in the following example.



Revenue Forecasting Based on Resource Plans

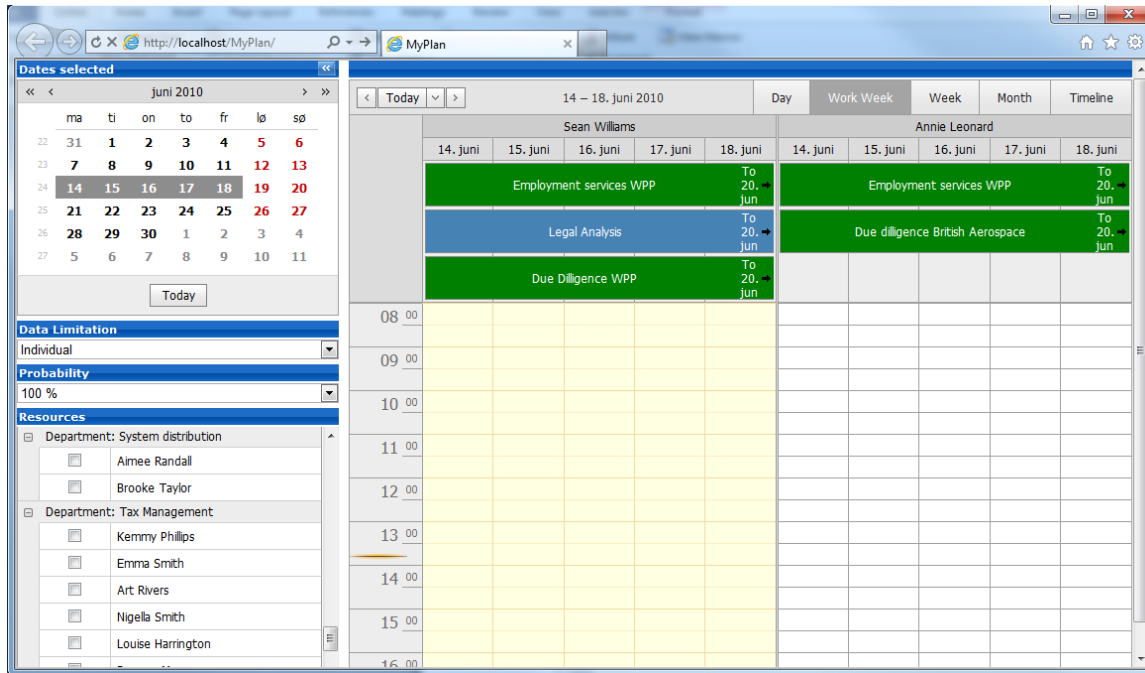
Based on allocated resources on projects, you have a full overview of the future revenue stream because the actual price is set on each allocation. This allows you to view the entire revenue forecast based on your project and resource plans.



My Activities

To enable stronger execution of activities and better resource management, an employee is informed about his or her assignments in a web-based front end.

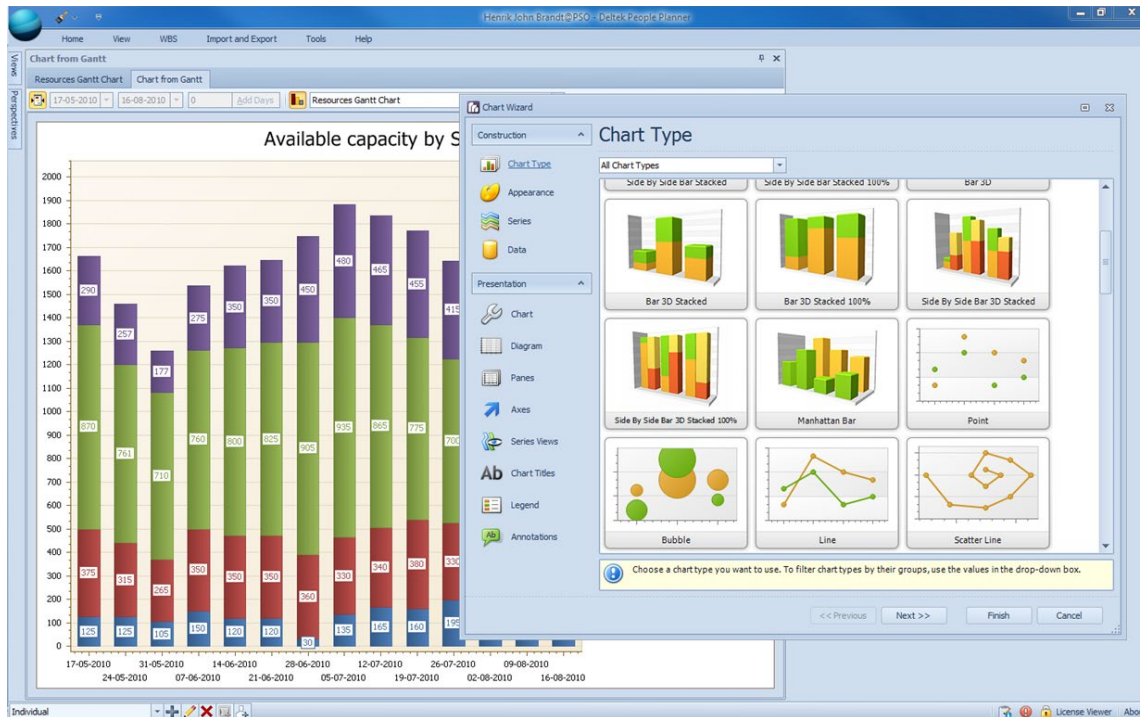
This enables an employee to view the assignments and tasks that he or she needs to complete.



An employee can even book himself or herself on projects, which then flows into the corporate resource overview.

Reporting in People Planner – Resource Management (Add-On)

The resource management solution functions to a great extent as a graphical reporting tool based on WYSIWYG. This means that you can dynamically print what you see in the window. In addition, People Planner allows you to create charts that are similar to Excel charts.



Resource Management Reports (BPM) – People Planner (Add-On)

The following set of reports is available if your company purchases a People Planner solution and includes the BPM solution.

People Planner contains standard reporting facilities. However, because you often want to combine past performance with future plans, the following sets of template reports are available.

Resource Overview

This report provides insight into the future plans for booked hours, planned utilization percentage, revenue, cost, gross margins, or load/available capacity.

The report includes a chart on a separate tab to let you view the same data in graphic format.

Resource Overview - Utilization

Data generated: 6/11/09

Criteria: Period: from 6/1/09 to 8/31/09; View: by Month; Show: Utilization

Filters: Trifolium Engineering Consulting Ltd.

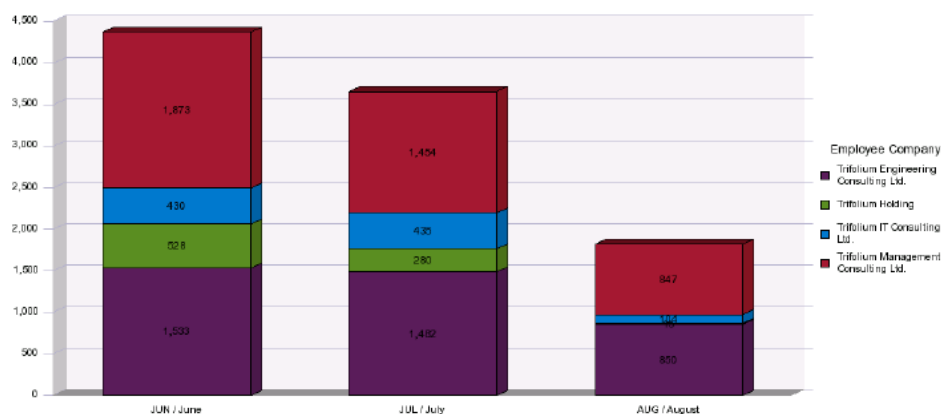
Department		June	July	August	Total:
E-business	↑	77%	11%		29%
ERP Implementation	↑	61%	67%	37%	56%
Method development	↑	29%	35%	47%	37%
Solution development	↑	67%	84%	61%	71%
System distribution	↑	53%	34%		29%
Total:		60%	56%	35%	50%

The report "Resource Bookings" showing utilization% per month on department level

Resource Overview (Graph) - Bookings

Data generated: 6/1/09

Criteria: Period: from 6/1/09 to 8/31/09; View: by Month; Show: Bookings



The report "Resource Bookings" showing bookings per month on company level illustrated in a graph

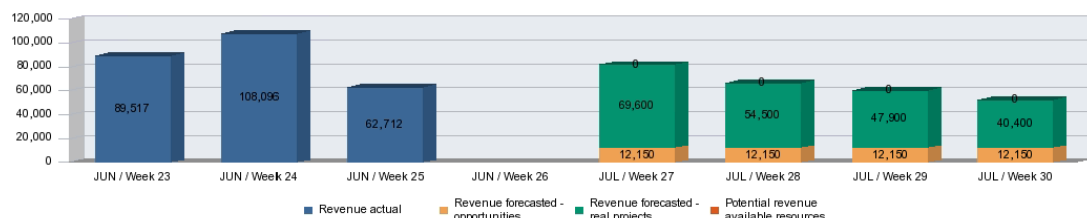
Revenue Forecast

This report compares past performance in terms of generated revenue—for example, for a certain department or business unit—combined with future planned revenue split between potential opportunities and real projects. The report also calculates the potential revenue of the remaining available capacity.

Revenue Forecast

Deltek Know more. Do more.™

Selection Criteria: Period: from 07/06/2010 to 30/07/2010; Cut Off Date (Actual): 05/07/2010; View: by Week



Hours	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Total Revenue
Revenue actual	89,517	108,096	62,712						260,325
Revenue forecasted - real projects					69,600	54,500	47,900	40,400	212,400
Revenue forecasted - opportunities					12,150	12,150	12,150	12,150	48,600
Total revenue	89,517	108,096	62,712		81,750	66,650	60,050	52,550	521,325
Potential revenue available resources					0	0	0	0	0
Full potential revenue	89,517	108,096	62,712		81,750	66,650	60,050	52,550	521,325

In addition to these two reports, the following set of reports is available:

- **Resource Load** — Shows total resources load by company or department, comparing planned hours on projects and opportunities benchmarked against total capacity.
- **Resource Load Days** — Shows planned projects and the value of these compared to the actual capacity. You can view them by company, by department, or by resource.
- **Project Forecast (Multiple Projects)** — Shows actual hours divided by week or month to compare with planned hours for the future. This shows you the total number of planned hours for a range of projects.
- **My Plan** — Shows the personal plan of an employee to offer an overview of his or her tasks in the coming period.

The solution is delivered with preconfigured workspaces and setup. However, some of these areas are customer-specific, and you must configure them as part of your individual solution setup to make sure that the solution creates optimal value for you as a customer. Because Deltek consultants implement the solution, they typically distinguish between configuration and extensions. In your contract you can see what is included in the work delivered by Deltek as configuration and extensions.

You can determine configuration as what is needed to get your solution up and running with your data and adjustments to setup within the standard functionality of Maconomy.

Extensions, on the other hand, involve changes to the functionality and windows that are not part of Maconomy's standard functionality.

Client Relationship Management (CRM)

There are two things to focus on when it comes to ensuring a strong revenue stream and growing your business. The first thing is to win new business, and the second thing is to get as much as possible out of your existing clients.

Winning new business requires so much more than just having a solution that provides you with the right information; but still, it is essential that you can monitor client performance as well as your pipeline.

The following steps are essential when it comes to getting control of information related to growing your business.

Area	What To Do
Ensure client performance insights.	Ensure that you have full visibility of clients and client segments to understand which segments are most profitable.
Capture sales opportunities.	Ensure that you capture all leads in a structured way and can follow them through the sales funnel.
Control sales pipeline.	Get complete visibility of your sales pipeline and know where the opportunities are in the process. Use as a follow-up tool and measurement for salespeople's performance.
Ensure ability to deliver.	Migrate your pipeline into your resource planning to ensure that you have available resources to deliver when projects are signed.
Bridge from sales to execution.	Prevent scope creep during delivery by ensuring estimates on opportunities, and let this be the foundation for the project manager's baseline budget. This enables you to reduce any loss from sales to execution.

The Maconomy CRM solution enables you to manage information about existing customers and potential customers (prospects) in one repository. Information that is stored in the Maconomy CRM solution is completely integrated with the rest of the ERP solution, which means that accurate client information is always available throughout your organization.

The scope of the Maconomy CRM solution is limited, meaning that Deltek's focus is on enabling you to gather all information about your clients and your engagements in one database, rather than enabling you to manage campaigns and providing you with more advanced CRM capabilities.

Add-Ons

In the Customer workspace an account manager or salesperson has access to all of the information that is available for a specific client.

Contact Companies x

Show: Wal-Mart (110007)

Home Events Opportunities Lookup

Overview Information Relations Targeting Codes Documents Route

Contact Company

Contact Company Wal-Mart (110007)

Customer No. 10000

Address

702 S.W. Eighth St

-

72716 Bentonville

-

-

Country AK

Attn. Natalie Seligman

Phone -

Fax -

E-mail gertfreeman.TEST03@pso.com

Telex -

Relation

Posting Rule Set Main Posting Rule Set

Sales Rep. Martin White (1001)

Company -

Statistics

No. of Open Opportunities 3

No. of Won Opportunities 0

No. of Lost Opportunities 0

No. of Open Events 1

Contact Persons Employees

Name	Position	Phone	Mobile	E-mail	
1 Tom Jones		215-555-1178		TJ@Walmart.com	More details...
2 David Todd		215-555-1151		DT@Walmart.com	More details...
3 James Martin		215-555-1122		JM@Walmart.com	More details...

Account managers and salespeople have access to information about contact persons, projects, and opportunities for the customer.

The customer workspace includes both existing customers as well as prospects. When a prospect signs an order, you can convert the prospect to a client without any additional work.

The designated reports workspace provides a number of reports that show the customer profitability, pipeline, and so on.

Pipeline Management

The Maconomy solution enables you to be in control of your sales pipeline. As an account manager you can create opportunities and track information that is relevant to any specific opportunity.

- Create asset groups with links to the General Ledger (cars, inventory, hardware, and so on).
- Create assets with information about purchase date, amount purchased, who is responsible for the asset, depreciation value, depreciation method, and depreciation period.
- Assign assets to any of the twelve dimensions (most likely department and company).
- Depreciate assets in a batch run at the end of each month. You can also handle depreciations manually. Note that only straight-line depreciation is available.
- Adjust assets in several ways. They can be improved, depreciated, written up, written down, updated, or sold. You can also transfer the assets between legal entities if multiple legal entities exist.
- Look up transaction history on each asset in an asset ledger card.
- Use a standard report for year-end closing.

Customer-Specific Extensions

In addition to the standard configuration described previously, more advanced extension capabilities are available. Extensions are used when the setup within the database cannot be adjusted to meet the requirements determined by you as a customer.

Because it is difficult to provide an exhaustive list of extension options, the following are provided as some examples:

- Modifications to the default workspace layouts, menus, and publishing custom reports.
- **(On-Premises Only; Flex Plus Only)** Development of new windows or major adjustments to existing windows that include new calculations or provide input data fields beyond the scope of the standard solution.
- **(On-Premises Only; Flex Plus Only)** Customized integrations to any third-party solution, for example, using web services to look up data (see Web Service Integrations).
- **(On-Premises Only; Flex Plus Only)** Advanced workflows with changes to data flows that are beyond the scope of the standard solution.

Whenever work is scoped as extensions in your implementation, it is also subject to additional consulting hours, which are typically described in your solution scope and proposal for your implementation.

The Three Types of Extensions

When referring to extending the Maconomy CPA solution, there are three types of extensions that a consultant mentions:

- **Basic extensions** — Business Consultants can make these using just the graphical editor in the Maconomy Extender, which requires access to your Application server.
- **Intermediate extensions (On-Premises Only; Flex Plus Only)** — These are also extensions to the Workspace Client specification files. Some extensions can be created in the graphical editor, such as choosing styles, open type, and so on. However, these extensions often need the consultant to work at the source-code level (the XML) in the extender. This is especially true when expressions and conditions must be written. Business Consultants might be able to do some of these extensions, but often you need an Extensibility Consultant to assist. Once again, this requires access to the Application server.
- **Advanced extensions (On-Premises Only; Flex Plus Only)** — These are equal Java-based (Extension Framework) extensions. These extensions require much more knowledge, and are only used by properly trained Extensibility Consultants. Deltek Engineering has a process in place to QA such extensions to ensure that they do not cause any performance or unforeseen issues down the road for your solution. These, as well, require access to the Application server.

Web Service Integrations (On-Premises Only; Flex Plus Only)

The CPA solution includes a Web Services Framework that allows your organization to create integrations with other third-party solutions.



About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com